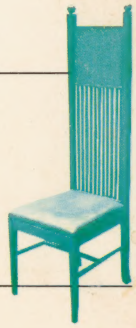
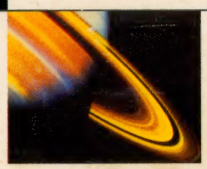
User's Manual

1991 Edition



COMPTON'S MULTIMEDIA ENCYCLOPEDIA™



BRITANNICA® SOFTWARE

Compton's MultiMedia Encyclopedia® User's Guide

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Editor's Preface

The first edition of ***Compton's Encyclopedia*** was published in 1922 as an eight-volume home and school reference work. For its day it was unique. It was, for example, the first pictured encyclopedia—that is, the first to use photographs and drawings on the same pages with the text they illustrated. Compton's Fact-Index was the first index of any encyclopedia to contain not merely page references to the text but also short, complete, readable articles called Capsule Articles. Compton's was also one of the first encyclopedias to maintain a large, permanent editorial staff to ensure continuous growth and revision of the set each year.

Since 1922 Compton's has never lost sight of its original purpose: to be an innovative, forward-looking reference work that provides a pleasurable and stimulating reading experience for young people. Compton's editors have consistently maintained the encyclopedia at the highest level of quality. This has been accomplished through the efforts of knowledgeable, experienced, and dedicated editorial, art, and technical-support staffs who coordinate their work with outstanding specialists—contributors and consultants, professional advisory groups for specific areas of interest, and panels of experts in special fields of knowledge.

Each succeeding edition of Compton's uses the most recent advances in publishing. A state-of-the-art computerized publishing system permits editors to update articles rapidly and economically. The latest edition of Compton's retains the unique features of earlier editions, and by revision and expansion they are kept up-to-date in fact and in spirit.

With the publication of ***Compton's MultiMedia Encyclopedia***, Compton's has become the standard against which all other electronic encyclopedias must be measured. Compton's is the first encyclopedia on a compact disc with ROM (read-only memory) that can exploit fully the capabilities of this medium by integrating sound, pictures, animation, and text. By creating the world's first multimedia encyclopedia, Compton's preserves its preeminent place as an innovator in reference publishing and continues to fulfill the pledge it first made in 1922:

> *To inspire ambition, to stimulate the imagination, to provide the inquiring mind with accurate information told in an interesting style, and thus lead into broader fields of knowledge...*

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Installation

Before Installing ***Compton's MultiMedia Encyclopedia***

Before you begin installing ***Compton's,*** you need to make a few decisions about how you want to configure the program.

During the installation process you will be asked how much disk space you want the program to use. The more space you set aside, the better the performance of ***Compton's MultiMedia Encyclopedia*** will be.

You must also decide which type of audio output is best for you. If your CD-ROM drive has CD-Audio capability, see page viii of this guide for further information. If your CD-ROM drive does not have CD-Audio capability, you will need an IBM Speech Adapter, a Covox Speech Thing or a Digispeech DS 201. Tandy 2500 XL and 2500 XL/2 users may choose between CD-Audio output or Tandy Sound. Refer to page viii of this guide for details on using the CD-Audio output of your Tandy system.

Notebook files are stored for each individual user who uses ***Compton's MultiMedia Encyclopedia.*** Therefore, you should store your notebook where it is safe and accessible.

- If the product will be used in your home, you will probably want to save the notebook on your hard disk.
- If ***Compton's MultiMedia Encyclopedia*** is going to be used in a library, it is a good idea to store notes on a floppy disk. This way, students can save their work onto a disk of their own and take that disk home to use with their own word processor.

Testing Your CD-ROM Drive Installation

Before installing ***Compton's,*** use the following test to be sure your computer is properly addressing the CD-ROM drive:

1. Determine the drive letter of your CD-ROM drive.
2. Place the Compton's CD-ROM Disc into the CD drive.
3. Go to the CD-ROM prompt by typing the drive letter and a colon, and pressing **Enter** (for example, if your CD-ROM drive is drive E, type **e:** and press **Enter**).
4. Type **dir** and press **Enter.** If the names of the files on the CD disc scroll by, your CD-ROM drive is functioning correctly with your system. You may now proceed with the installation.

If you receive an error message, turn to the Troubleshooting section at the back of this user guide.

Installation Using 5.25" Disks

1. Boot your computer.
2. Place the Compton's Installation Disk into drive A and the CD-ROM disc into the CD-ROM drive.
3. To select the A drive, type **a:** and press **Enter.**
4. At the A prompt (A>), type **INSTALL X:** (where *x* is the drive on which you want to install ***Compton's***). Press **Enter.**
5. Follow the on-screen instructions. The installation program will check your computer configuration and present default values. In most cases you will not need to change these. Press **Enter** to accept them. To change a default value, use the Backspace key to erase the entry, then type the new value.
6. After successful installation, remove the Compton's Installation Disk and store it in a safe place.

To use the encyclopedia, go to the drive and directory where you installed ***Compton's MultiMedia Encyclopedia.*** Type **CME** and press **Enter.**

Installation Using 3.5" Disks (IBM and compatibles)

1. Boot your computer.
2. Place the Compton's Installation Disk into drive A and the CD-ROM disc into the CD-ROM drive.
3. To select the A drive, type **a:** and press **Enter.** (Type **b:** if your computer has a 5.25" and a 3.5" disk drive.)
4. Type **INSTALL** and press **Enter.**
5. Follow the on-screen instructions. The installation program will check your computer configuration and will present default values. In most cases you will not need to change these. Press **Enter** to accept them. To change a default value, use the Backspace key to erase the entry, then type the new value.
6. After successful installation, remove the Compton's Installation Disk and store it in a safe place.

To use the encyclopedia, select the drive and directory where you installed ***Compton's MultiMedia Encyclopedia.*** Type **CME** and press **Enter.**

Installation Using 3.5" Disks (Tandy Deskmate users only)

Before proceeding make sure that Deskmate is installed.

1. Boot your computer.
2. Type **DESK** to enter Deskmate. If your system is a 2500 XL that was specially configured to run ***Compton's,*** type **CDESK.**
3. Insert the Compton's Installation Disk in drive A and the CD caddy with the Compton's CD-ROM Disc in the CD-ROM drive.
4. Press **F7**, then use the **down** arrow to highlight the word **INSTALL.** Press **Enter.** If you have installed a previous version of

Compton's on the hard disk you are currently using, go directly to step 5 now. If you are installing ***Compton's*** for the first time,

- When the Display menu appears, press **Enter.**
- Use the **arrow** keys to move the outline box to where you want the ***Compton's*** icon to appear and press **Enter.**

5. Follow the on-screen instructions. The installation program will check your computer configuration and present you with default values. In most cases you will not need to change these. Press **Enter** to accept them. To change a default value, use the Backspace key to erase the entry, then type the new value.
6. When the procedure is completed, the installation program will return to Deskmate where you will see the newly created Compton's MultiMedia Encyclopedia box. Use the mouse to point to the Compton's box and double click to start the encyclopedia.

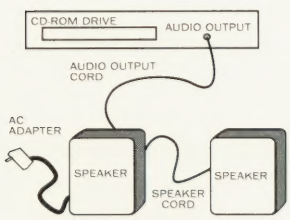
CD-Audio Hardware Setup

To take advantage of your CD-ROM drive's audio output, you may use a personal stereo-style headset or external speakers.

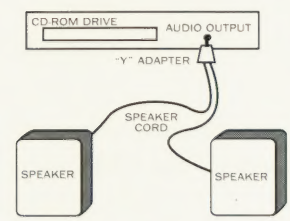
If you choose to use external speakers for sound, be sure to use two speakers. One of the speakers must be amplified (it should have an AC adapter). The second speaker will connect to the amplified speaker via a standard speaker wire or "zip cord."

Some self-powered speakers can also be connected via a "Y" adapter, where both speakers are connected to the CD-ROM drive.

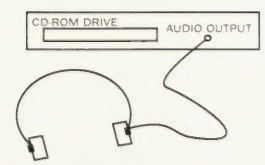
The simplest method is to use personal stereo style headsets with the CD-ROM drive.



AC-POWERED SPEAKER SETUP



SELF-POWERED SPEAKER SETUP



HEADPHONE SETUP

Disclaimer

The CD-Audio output of ***Compton's MultiMedia Encyclopedia*** is designed to meet the only published industry standard for this capability. Some CD-ROM players, such as the Sony 6101, do not meet this standard.

If the audio feature of your CD-ROM drive does not function properly with CMME, you can hear the sounds and speeches by using an IBM Speech Adapter, the Covox Speech Thing or the Digispeech DS 201. For this configuration, re-install ***Compton's*** and answer "No" when asked if you want to use the CD-Audio feature of the program.

Running Compton's MultiMedia Encyclopedia

Compton's MultiMedia Encyclopedia requires a system with 640K of RAM. If any memory resident programs (such as *Sidekick*™) are set to load at the time your computer is booted, ***Compton's MultiMedia Encyclopedia*** will not have sufficient memory to operate properly. It is important that there are no commands calling such programs in your AUTOEXEC.BAT and CONFIG.SYS files. Please refer to the Troubleshooting section at the back of this user guide for sample AUTOEXEC.BAT and CONFIG.SYS files.

To avoid changing your AUTOEXEC.BAT and CONFIG.SYS files when you want to use ***Compton's,*** you may create a separate boot disk to use with it. Be sure to have the following handy:

- The MS-DOS manual and MS-DOS system disk that came with your computer,
- the installation instructions and disk for your CD-ROM,
- the instruction manual for your mouse, and
- a blank floppy disk.

Note: If you purchased the Covox *Speech Thing* or Digispeech DS 201, you will also need the manual and disk for it.

1. Using the DOS manual, create a new system disk.
2. Use the CD-ROM manual and disk to install the necessary drivers and related commands onto your new system disk.
3. Your AUTOEXEC.BAT file must include a statement calling your mouse program.
   A. Refer to your mouse manual to find the name of the mouse program (or "driver").
   B. Using a word processing program, insert a statement into the AUTOEXEC.BAT file to run the mouse program. An example of this statement is: *c:\mouse.com* where *c* is the drive where your mouse program is and *mouse.com* is the name of the mouse program.
4. Using the word processing program, add the following statement to your CONFIG.SYS file: *files=25.*

Note: If you purchased a Covox *Speech Thing* or Digispeech DS 201, consult the manual for instructions on how to install it.

To use ***Compton's MultiMedia Encyclopedia,*** boot your computer using your new Compton's Boot Disk. Go to the drive and directory where you installed ***Compton's MultiMedia Encyclopedia,*** type **CME** and press **Enter**.

Getting Help

If you encounter a problem installing or running ***Compton's MultiMedia Encyclopedia,*** see the Troubleshooting section at the back of this user guide. If you still need help, call us at **1-800-533-0130**. Please be ready to give the serial number of your CD-ROM disc to your technician.

Introduction

The purpose of this User's Guide is to acquaint you with the many features of ***Compton's MultiMedia Encyclopedia*** and to act as a reference for specific questions that arise about how to use the encyclopedia. In addition to the User's Guide, you may also use the **Help** information that is available on every computer screen.

Advantages of Electronic Encyclopedias

Most people are familiar with sets of encyclopedias lined up on classroom shelves or in a bookcase at home. However, gaining access to the information within the pages of these books is often difficult, especially for students. Often problems arise because there are not enough encyclopedias available or the information needed requires searching through several volumes. For example, a teacher may ask students to use the encyclopedia to research a specific topic, such as elephants, yet there may be only one E volume available. Other problems arise when students do not know where or how to look for information. For example, unless students have a broad understanding of the subject, they may not know that they can add to their knowledge of elephants by branching to other articles such as Africa, endangered species, and ivory. In a technology-based society, information is accumulated and stored in electronic forms, such as databases. The need for you to learn how to gain access to and retrieve that information calls for a new form of literacy. Using an electronic encyclopedia is an excellent way for you to develop these literacy skills.

Using electronic encyclopedias also fosters thinking. To enter search requests, students must think about what it is they want to know. This encourages them to be more reflective and to refine their questions. The process of research using an electronic encyclopedia becomes more than just the pursuit of facts.

Special Features in ***Compton's MultiMedia Encyclopedia***

Compton's MultiMedia Encyclopedia has been especially designed to help you improve your research skills with features such as the following:

• Users may gain access to encyclopedia articles and illustrations through eight different pathways, called **Entry Paths**. In one entry path, users can type words that ask the computer to search for articles about a particular topic. Other paths allow researchers to browse for information because they do not always know in advance what they are looking for. Browsers can explore a

hierarchical list of topics and subtopics to find articles of interest, or they can peruse pictures, lists of article titles, or picture captions. Other paths allow users to explore a timeline of United States history, maps of the world, or science articles that have been enhanced with sound and animation. For users who may need ideas about what to research, 300 interesting research assignments have been included.

• Photographs, maps, tables, charts, and illustrations have been included in ***Compton's MultiMedia Encyclopedia.*** In some articles, sound and animation have been added. These features enhance the text by providing alternative ways to present information. Connections among the text, pictures, animations, and sound make the research task more interesting and more meaningful. For example, students using the **U.S. HISTORY TIMELINE** can open a window that tells them about Martin Luther King, Jr. They may hear a recording of an excerpt from King's "I Have a Dream" speech. Then they can go directly to the article about King and open a window to see his photograph. Then they can use a **See Also** reference in that article to go directly to the related CIVIL RIGHTS article.

• A specially designed search process allows students to use their own words to ask for information. They do not have to learn to use complicated search procedures. Unlike search processes in other electronic encyclopedias, ***Compton's MultiMedia Encyclopedia*** presents a list of articles in order of relevance to a search request.

• A built-in dictionary allows the user to find a dictionary entry for most words in the encyclopedia. The click of a mouse button opens a window that contains the full dictionary entry from ***Webster's Intermediate Dictionary***® for most words in the encyclopedia.

Compton's MultiMedia Encyclopedia has been designed with student researchers in mind. It facilitates learning by making the search for information easier, faster, and more effective. It also increases the potential for effective learning. Educators have always known that tapping into more than one sensory mode enhances the ability to retrieve and remember information and to connect known concepts with new information.

Using This Guide

This User's Guide is designed to describe the many features of ***Compton's MultiMedia Encyclopedia*** and to answer specific questions that might arise about how the product works.

If you are comfortable working with a computer, you might want to quickly review this User's Guide and experiment with ***Compton's MultiMedia Encyclopedia*** on your own. Then, as questions arise about how certain features work, you can look for the answers in the User's Guide or you can click the **Help** question mark that appears in the lower-right corner of every screen. **Help** contains information that explains how to use features that appear on the screen you are viewing.

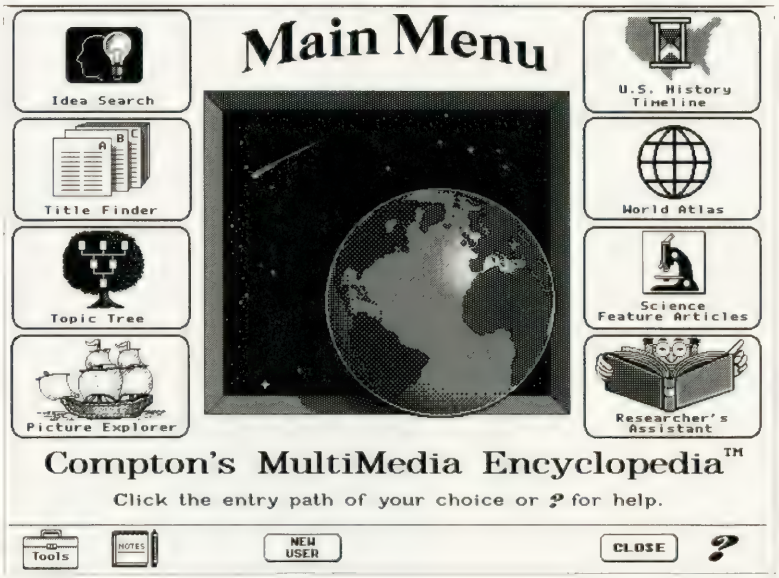
The User's Guide is arranged so that you may choose the order in which you want to learn about ***Compton's MultiMedia Encyclopedia.*** To get an overview, begin with the sections entitled **MAIN MENU** and **ARTICLES.** Once you understand these features, you can turn to sections in the Guide that explain particular features you have in mind. For example, if you are doing a social studies research project, you might want to learn about the **WORLD ATLAS** and the **U.S. HISTORY TIMELINE** entry paths. Then you might want to learn about the **Notebook** and **Cut and Paste** features so you can collect important information.

The last major section of the User's Guide is called **Clickspots.** Clickspots are symbols on the screen that you use to move through ***Compton's MultiMedia Encyclopedia.*** Any time you do not know the function of a particular clickspot on the screen you may look in this section for a brief explanation.

If you have followed the installation instructions you are ready to learn about ***Compton's MultiMedia Encyclopedia.*** You can use any of the following approaches:

- Turn to the section in this Guide called **MAIN MENU.**
- Go to the **MAIN MENU** screen on ***Compton's MultiMedia Encyclopedia*** and click the mouse arrow on any entry path.
- Experiment on your own. When you have questions about any feature,
    (a) click the **Help** question mark in the lower-right corner of the screen, or
    (b) go to the Table of Contents or Index of this User's Guide to find the information you need.

Main Menu



This is the **MAIN MENU** screen for ***Compton's MultiMedia Encyclopedia.*** From this point you can gain access to articles, pictures, and illustrations from the encyclopedia, view animations, and hear recordings of spoken text, music, and other sounds.

Four areas along each side of the screen represent the eight unique **Entry Paths.** You can use any of these entry paths to gain access to information in the encyclopedia.

To learn about each of the eight **Entry Paths,** go to the section of this User's Guide that describes that entry path in detail. [Note: You will find the Table of Contents and Index helpful in directing you to the various sections.]

The area along the bottom of the **MAIN MENU** screen is called the **Prompt Line.** It contains clickspots that let you take notes, ask for help, or exit from ***Compton's MultiMedia Encyclopedia.***

Entry Paths

The **IDEA SEARCH** entry path helps you find information about any topic you want to explore. In this path, you can type words to ask a question or describe a topic, and the computer will search for articles related to your search request.

The **TITLE FINDER** entry path gives you an alphabetical list of all of the articles in the encyclopedia. You can choose the title of an article you want to see from the list, or you can type a title you would like to find.

The **TOPIC TREE** entry path divides all of the articles in the encyclopedia into lists of topics and subtopics. You can browse through these lists until you find an article you would like to see.

The **PICTURE EXPLORER** entry path lets you view pictures that are in the encyclopedia. You can browse through many pictures, see a list of captions that take you to their corresponding pictures, or type a description of a picture you would like to see.

The **U.S. HISTORY TIMELINE** entry path lets you browse along a timeline that contains references to important people and events in American history since 1492. Choosing any of the events along the timeline takes you to a summary of the event and then to a related article in the encyclopedia.

The **WORLD ATLAS** entry path begins by drawing maps of the Earth. You can also use the **Place Finder** to choose a place you want to see from an alphabetical list or to type the name of the place you want to see. The computer will draw a map of the place you have chosen. Clicking any place label on a map takes you to the corresponding article in the encyclopedia.

The **SCIENCE FEATURE ARTICLES** entry path gives you a menu of 20 science articles that have been enhanced with sound, illustrations, animations, and additional text. Clicking one of the article titles in this entry path takes you directly to the article.

The **RESEARCHER'S ASSISTANT** entry path contains a set of research assignments dealing with 100 different topics. Within each topic, assignments are classified according to the level of difficulty. You can choose any of the 300 assignments and go to the encyclopedia to do your research.

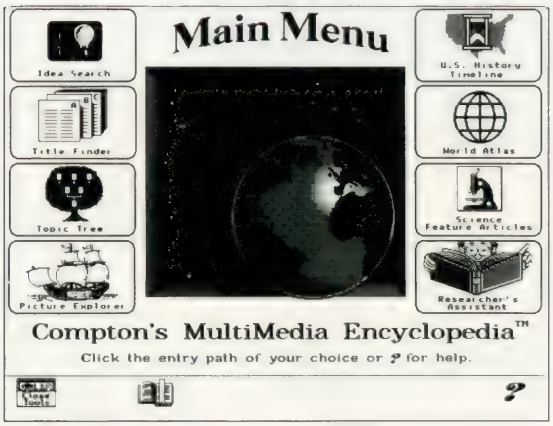
Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line**. These represent the tools that are available for use. [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]

Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.



Use the **Notebook** to take notes on interesting information that you find in the encyclopedia. A complete description of how to use the **Notebook** begins on page 62 of this User's Guide.

The **File** clickspot in the **Notebook** allows you to have multiple notebook files while using the encyclopedia. Clicking on **File** brings up a window with several options.

I want to save the notebook file.
I want to load another notebook file.
I want to export the notebook file for my word processor.
I want to import the notebook file from my word processor.
I want to see a list of notebook files.

Click on your choice.

If you choose *I want to save the notebook file,* you will be asked to name the notebook.

Do not use the name of a notebook that already exists unless you want to replace the old notes with the current files.

If you choose *I want to load another notebook file,* you will be asked to name the notebook you wish to open.

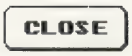
The **New User** clickspot clears the **Notebook, Research Path,** and **Bookmarks** so that ***Compton's MultiMedia Encyclopedia*** is ready for a new user.

The **New User** clickspot appears only in the **Main Menu**. When you click on **New User**, you will be asked for a name. All subsequent **Notebooks, Bookmarks** and other data will be stored for that particular user.

Use the **Research Path** clickspot to open a window that shows you a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Use **Last Screen** to take one step back along your path through the encyclopedia and return to the last screen you saw.

*The **Research Path** and **Last Screen** clickspots do not appear on the MAIN MENU Prompt Line until after you have used one or more of the **Entry Paths** and returned to the MAIN MENU.*



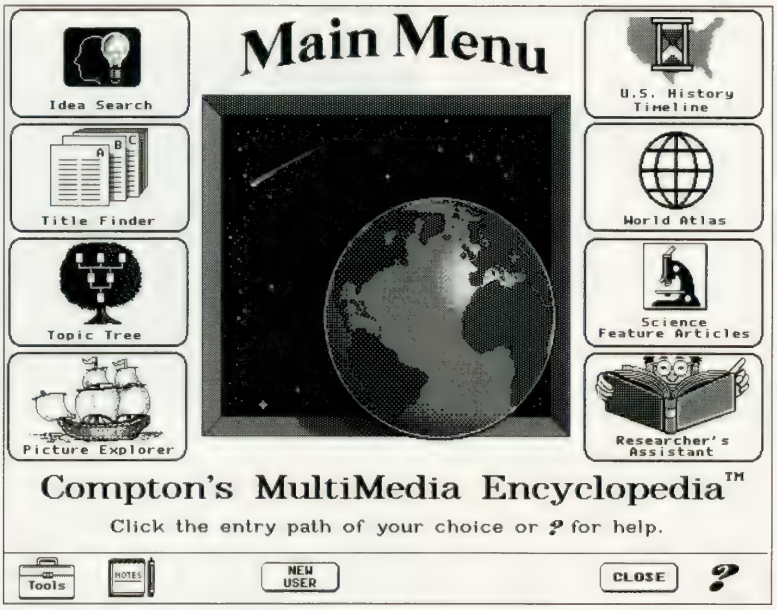
Use the **Close** clickspot to exit ***Compton's MultiMedia Encyclopedia.***

The **Help** clickspot opens a window that lists several topics that can help you use the **MAIN MENU** and its **Entry Paths**.

About Clickspots
How to Get to the Main Menu
The Eight Entry Paths
Entering the Encyclopedia as a New User
How to Leave the Encyclopedia
Clickspots for the Main Menu

Clicking any of these **Help** topics lets you see a window that briefly explains the topic

Articles

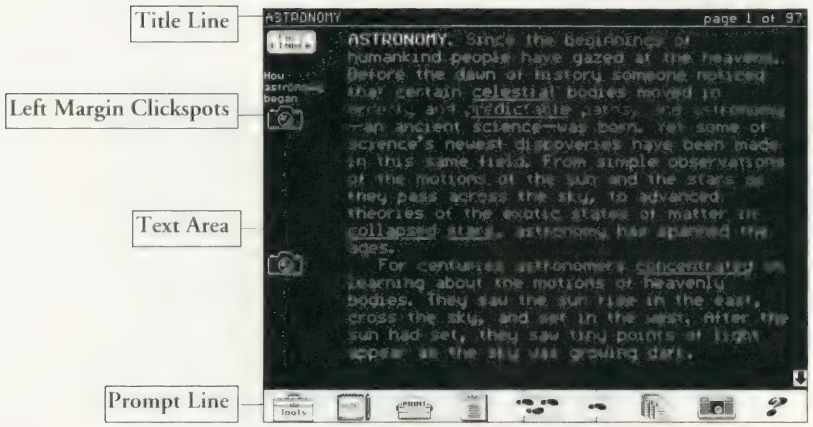


There are about 5,200 articles in ***Compton's MultiMedia Encyclopedia.*** These articles contain most of the illustrations, color photographs, tables, charts, and maps that are found in the print version of the encyclopedia.

Twenty science articles have been enhanced with supplemental text, pictures, sound, and animation. Other articles that lend themselves to audio, such as those about composers or musical instruments, have been enhanced with sound.

The screens that contain the text of an article in ***Compton's MultiMedia Encyclopedia*** are divided into four areas:

- a **Title Line** across the top of the screen,
- a **Prompt Line** across the bottom of the screen,
- the **Text** area,
- the **Left Margin Clickspots** along the left side of the text.


Title Line
Left Margin Clickspots
Text Area
Prompt Line
ASTRONOMY
page 1 of 97
ASTRONOMY. Since the beginnings of humankind people have gazed at the heavens. Before the dawn of history someone noticed that certain celestial bodies moved in orderly and predictable paths, and astronomy—an ancient science—was born. Yet some of science's newest discoveries have been made in this same field. From simple observations of the motions of the sun and the stars as they pass across the sky, to advanced theories of the exotic states of matter in collapsed stars, astronomy has sparked the ages.
For centuries astronomers concentrated on learning about the motions of heavenly bodies. They saw the sun rise in the east, cross the sky, and set in the west. After the sun had set, they saw tiny points of light appear as the sky was growing dark.

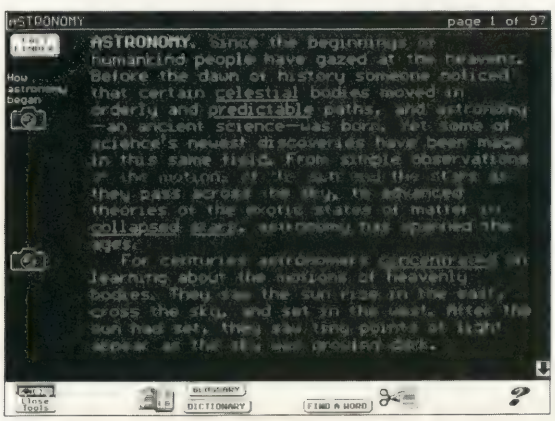
Title Line

The **Title Line** extends across the top of each article screen. On the left side of the **Title Line** is the name of the article you are viewing. If you are looking at a section of the article, the title of that section follows the article title. If there are several headings in the **Title Line**, this indicates that you are looking at a section of an article.

The right side of the **Title Line** tells you what screen page you are viewing and the total number of screen pages in the article. A screen page does not correspond to a page in the print version of the encyclopedia. For example, the article pictured above has 21 pages in the book, yet there are 97 screen pages.

Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available as you read through the articles. [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]


ASTRONOMY
page 1 of 97
ASTRONOMY. Since the beginnings of humankind people have gazed at the heavens. Before the dawn of history someone noticed that certain celestial bodies moved in orderly and predictable paths, and astronomy—an ancient science—was born. Yet some of science's newest discoveries have been made in this same field. From simple observations of the motions of the sun and the stars as they pass across the sky, to advanced theories of the exotic states of matter in collapsed stars, astronomy has sparked the ages.
For centuries astronomers concentrated on learning about the motions of heavenly bodies. They saw the sun rise in the east, cross the sky, and set in the west. After the sun had set, they saw tiny points of light appear as the sky was growing dark.
DICTIONARY
FIND A WORD

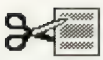
Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools**.

The **Bookmark** clickspot lets you mark a specific section of an article and then return to that place whenever you want. [You may have as many as 10 bookmarks at one time. For details on using Bookmarks, please refer to page 59.]

This clickspot allows you to click any underlined word in a science article and open a window that pronounces and defines that word.

This clickspot reminds you that you can click any word in the text and open a window that contains the **Dictionary** entry for that word.

The **Find a Word** clickspot lets you skip through an article to find the next occurrence of a specific word.



The **Cut and Paste** clickspot lets you copy part of an article into your **Notebook**.

If **Help** is clicked while the toolbox is open, you can get a brief explanation of each tool that is available.

Use the **Notebook** to take notes on interesting information you find in an article. [Note: For more information on how to use the **Notebook**, refer to page 62 in this User's Guide.]

Use this clickspot to **Print** up to five screens of text during a session.

Use the **Contents** clickspot to open a window that lists the main headings and subheadings of the article you are viewing. Clicking a heading takes you to that section of the article. [Note: For further information on how to use the **Contents** feature, refer to page 64 in this User's Guide.]

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken on your path through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Click the **Sound** clickspot to hear a sound that is related to the article text near this clickspot and to open a window that tells about the sound you are hearing.

Click the **Table and Chart** clickspot to open a window that displays a diagram or chart related to the article.

Click the **See Also** clickspot to jump to a related article.

Left Margin Clickspots in SCIENCE FEATURE ARTICLES

The **Take Another Look** clickspot opens a window containing text that explains a difficult concept using pictures or simpler language than that used in the article.

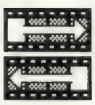
Click the **More About** clickspot to see text and pictures that give additional information about an idea discussed in the article.

Click the **Animation** clickspot to see an animation sequence. The following clickspots will appear on the **Prompt Line.**

Use **Go** to begin the animation.

Use **Stop** to interrupt, or freeze, an animation.

Click **Repeat** to restart an animation from the beginning.



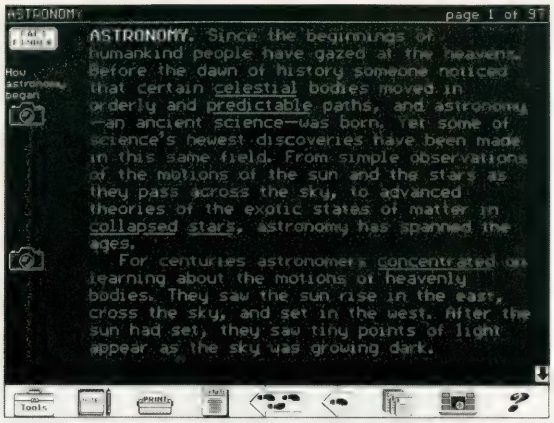
Use the **Step Forward** or **Step Back** clickspots to move an animation forward or backward so you can view it one frame, or step, at a time.

Click **Close** to close the **Animation** window and return to the article.

Using the Features in an Article

For purposes of explanation, the examples here refer to two of the 20 **SCIENCE FEATURE ARTICLES.** Those articles contain all of the features and clickspots described in the preceding sections and can be accessed from several entry paths. All other articles in the encyclopedia are presented in a similar manner, but they have fewer features. You always use the features in the same way, regardless of the entry path you use to get to the articles.

Click the **SCIENCE FEATURE ARTICLE** entry path on the **MAIN MENU**. Then click "Astronomy."

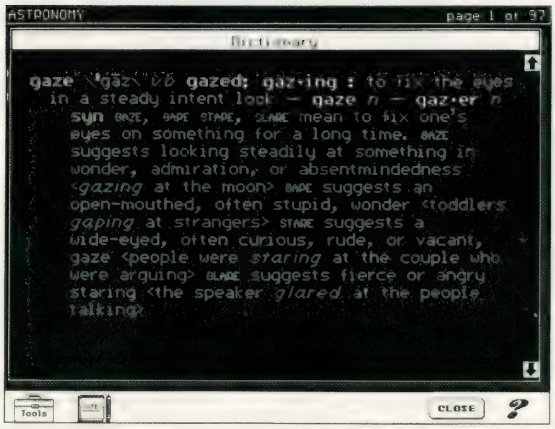


You will see that the **Title Line** gives you the name of the article you are viewing: ASTRONOMY. It also tells you that this is screen page 1 of 97 screen pages. The **Sidenote** indicates that this portion of the article is about how astronomy began.

If you click any nonunderlined word you will see a **Dictionary** definition for that word. Click **Close** to close the dictionary window and return to the article.

Several words in the text are underlined. This means that they are included in a **Glossary** for this article. For example, clicking the word "celestial" in line 4 opens a window that lets you hear the word and read a simple definition. Clicking the **Sound** clickspot on the **Prompt Line** lets you hear the word again.

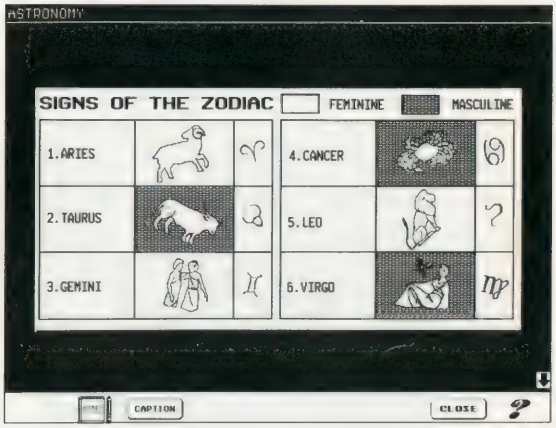
To see the dictionary definition of "moon" or any other word in the **Glossary** window, click the word you want to see and a **Dictionary** window will open. Click **Close** once to close the **Dictionary** window and click **Close** once again to close the **Glossary** window and return to the article. [Note: For more information about the **Dictionary** and the **Glossary**, see pages 60 and 61 in this User's Guide.]



Along the left margin of page 1 of the ASTRONOMY article is a **Picture** clickspot. It tells you that an illustration or photograph is available. If you click this **Picture** clickspot, you will see a photograph of the Trifid nebula. When the picture appears, you can click the **Caption** clickspot on the **Prompt Line** to open the caption for the photograph.

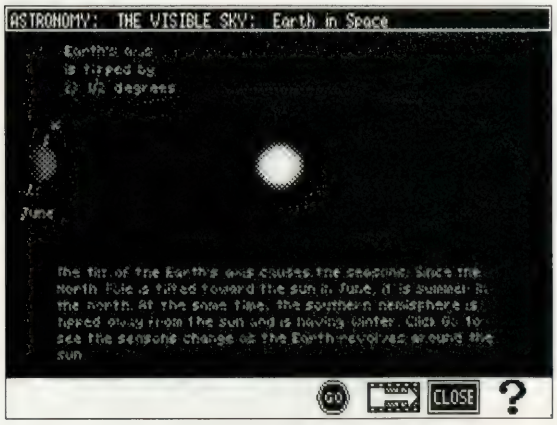
When the caption appears, a new clickspot, **Move Caption,** appears. Clicking it moves the caption to the top of the screen so you can see the portion of the picture under the caption. Clicking **Move Caption** again returns the caption to the bottom of the window. Clicking **Close** closes the caption, and clicking **Close** again closes the picture and returns you to the article.

Now click the **Down Arrow** in the lower-right corner of the screen to move to page 2 of the ASTRONOMY article. Clicking the **Table and Chart** clickspot will open a window containing a chart showing the signs of the zodiac. The **Caption, Move Caption,** and **Close** clickspots work just as they do for a picture.



Now suppose that you click the **Contents** clickspot and then click the heading called "Earth in Space." This takes you to page 6 of the ASTRONOMY article, where you will see the **More About** clickspot. Clicking it opens a window that gives you "Facts About the Earth's Orbit," such as the Earth's distance from the sun and the length of its orbit. After you read "Facts About the Earth's Orbit," click on the **Close** clickspot to return to the ASTRONOMY article.

If you use the **Down Arrow** to move to page 7 of the ASTRONOMY article, you will see the **Animation** clickspot. It tells you that an animation is available. Click the clickspot to open a window that contains an animation that demonstrates how the seasons change as the Earth revolves around the sun. Clicking **Go** starts the animation. You will see the Earth's path as it revolves around the sun from June to December. The animation stops at that point. To see the Earth's path from January to June, click **Go** again.



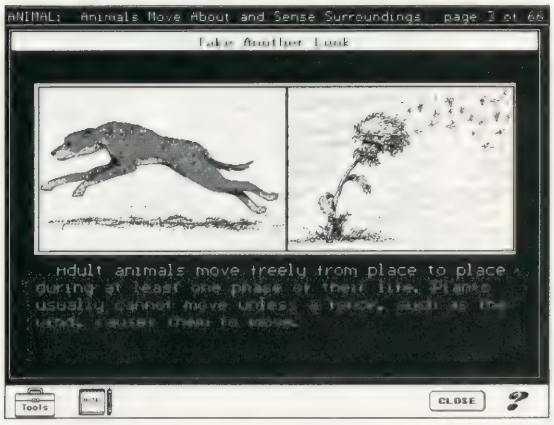
Anytime you want to stop the animation, click the **Stop** clickspot. Once the animation has been stopped, clicking **Go** will cause it to start again. If you want to repeat the animation from the beginning, click the **Repeat** clickspot. To see the animation in a step-by-step sequence, use the **Step Forward** and **Step Back** clickspots. Click **Close** when you are through viewing the animation.

To see the last two clickspots that have been integrated within the text of the 20 science articles, click the microscope that represents the **SCIENCE FEATURE ARTICLES** entry path. This will return you to the **SCIENCE FEATURE ARTICLES** menu, where you first selected the ASTRONOMY article. This time, clicking ANIMAL will take you to page 1 of the ANIMAL article.

Click the **Down Arrow** in the lower-right corner of the screen to move to page 2 of the ANIMAL article. As you look at the text of

the article, you will see in the last line a reference that tells you, "*See also* Living Things; Plant." Clicking the **See Also** clickspot on the left side of the screen takes you to a window where you can choose which of the two articles to view. When you click on a title, you will be taken to page 1 of the related article. [Note: Be sure to click the **See Also** clickspot rather than the name of the article in the text. *Remember,* if you click a nonunderlined word in an article, you will get the **Dictionary** window for that word.]

Click the **Last Screen** clickspot to return to page 2 of the ANIMAL aritcle. Now click the **Down Arrow** to move to page 3 of this article. You will see the **Take Another Look** clickspot. If you click this clickspot, you will open a window that contains pictures or text that simplifies the concept of motion presented in the article. In this case, the **Take Another Look** window reveals two pictures that show how animals can move freely from place to place while plants must rely on other forces, such as the wind, to move them.

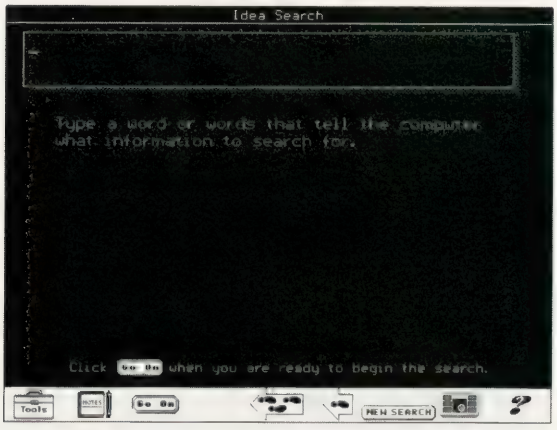

ANIMAL: Animals Move About and Sense Surroundings page 3 of 66
Take Another Look
Adult animals move freely from place to place
Tools
CLOSE

Finally, if you click the **Contents** clickspot a window will open listing the major sections of the ANIMAL article. Clicking the heading called "The Variety of Animal Life" takes you directly to page 6 where that section begins. Clicking the **Sound** clickspot in the left margin of the text produces a variety of animal sounds and opens a window that describes the sounds you are hearing. Click the **Sound** clickspot as often as you want to hear the sounds again.

Idea Search

IDEA SEARCH helps you find information about any topic you want to explore. You tell the computer what to search for by typing words that describe a topic or a question you want answered. The computer will search through the encyclopedia and create a list of articles related to your search request.

The symbol for this entry path is a light bulb next to a person's head. Clicking this clickspot takes you to **IDEA SEARCH.**


Idea Search
Type a word or words that tell the computer what information to search for.
Click Go On when you are ready to begin the search.
Tools
Go On
NEW SEARCH

Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available to use in **IDEA SEARCH.** [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]

Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If there is a word on the screen that you do not know, click this clickspot and then click the word. A window will open that contains the **Dictionary** definition of that word.

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the **Notebook** to take notes on interesting information you find using **IDEA SEARCH.**

This clickspot is used in **IDEA SEARCH** after you have typed your search word(s). Clicking **Go On** tells the computer to begin its search for articles that match your description.

After the computer displays a list of articles, you can click **Back** to return to the beginning of **IDEA SEARCH** and see your original search words on the screen. You can add to or change your search words before you start another search.

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken on your path through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

If you do not like the list of articles displayed by the computer in **IDEA SEARCH**, click **New List**. Change your search words and click **Go On**. The computer will display another list of articles to match your new description.

Clicking the **New Search** clickspot erases all of the search words you typed in **IDEA SEARCH** so you can type new words to begin another search for article titles.

Use this clickspot to return to the **MAIN MENU** where you may choose a different entry path.

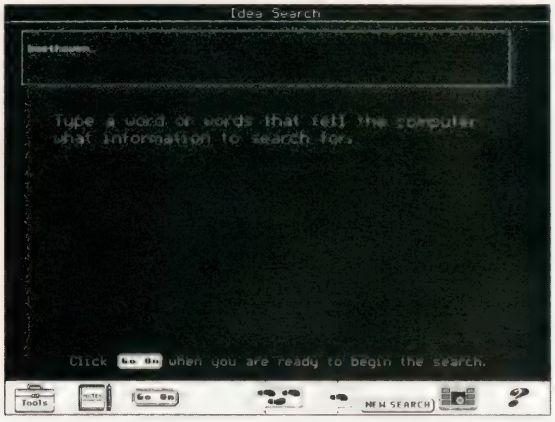
Use the **Help** clickspot to open a window that lists several topics that can help you use **IDEA SEARCH:**

How Idea Search Helps You Find Articles
Using Search Word(s) to Define Your Idea
How to Change Your Search Word(s)
How the Computer Helps with Spelling
Using the Article List to Find Information
Clickspots for Idea Search

Click any of these **Help** topics to see screens that briefly explain the topic.

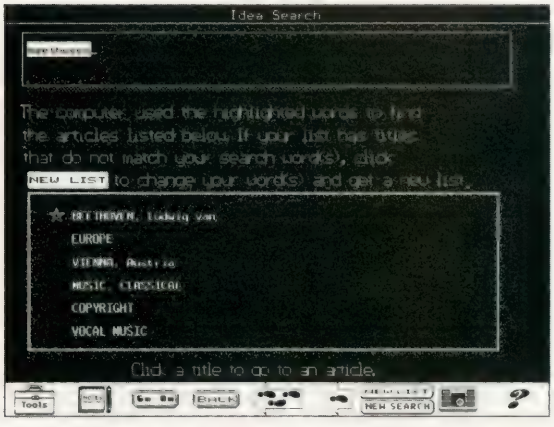
Using IDEA SEARCH to Find Articles

When you have thought of a topic that you would like to explore, **IDEA SEARCH** can help you find interesting and relevant articles. You tell the computer what to search for by typing words that describe your topic or question. For example, suppose you want to read about famous composers. In the search box you might type "Beethoven." Then you would click **Go On** or press **Enter** to tell the computer to begin its search.


Idea Search
Type a word or words that tell the computer what information to search for.
Click Go On when you are ready to begin the search.
Tools
Go On
NEW SEARCH

When the search is completed, you will see some or all of your search words highlighted and a list of articles that are related to the highlighted words. The computer may not highlight all of your search words. It does not look for words like "what," "why," "of," "and," or "the" because they are not related to specific information in the encyclopedia.

Some of the articles in the list are preceded by a star. These articles are most likely to have information about your request. To choose an article, move through the list using the **Up** and **Down Arrows** located on the right side of the list. When you see the article you want, you can click it and go to the section of that article that is likely to have the best information about your search words.



To return to **IDEA SEARCH** from an article, click the **IDEA SEARCH** clickspot on the **Prompt Line.**

To begin a new search, click the **New Search** clickspot. This will erase all of your previous search words and let you start over.

Special Notes for Using IDEA SEARCH

- Sometimes the list generated by the computer may not contain articles you want to use. If this happens, click the **New List** clickspot on the **Prompt Line.** The computer will display your search request again so that you can change it.

To change your search request and get a more useful list of articles, you can reposition the blinking cursor in the search request box and retype your word(s). There are two ways to reposition the blinking cursor:

- Use any of the four cursor keys or the **Insert** and **Delete** keys that are on the computer keyboard to move the cursor to a new position where you can either add or delete text.

- Use the mouse to place the mouse arrow in the search request box at the point where you want to change or delete text. When you click the mouse button the cursor will move to the position of the mouse arrow.

- Use the **Delete** key to delete letters.

Also, to erase letters or words, position the blinking cursor immediately after the word you want to change and press the **Backspace** key. Type your changes and then click **Go On** to generate another list of titles.

For example, suppose you wanted to know about the different forms of rainfall and typed the word "rain." The list generated by the computer would include the articles ACID RAIN, CONGO RIVER, MISSISSIPPI, and TENNESSEE. These were included in the list because they contain sections on climate and weather.

To improve your search request you can click **New List.** Your original request for "rain" will reappear but will not be highlighted. If you move the cursor under the "r" in "rain," you can type "forms of."

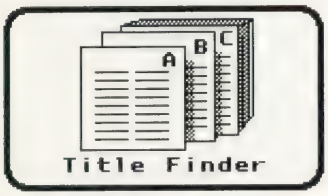
Now your request reads "forms of rain." To generate a new list of articles, click **Go On** to tell the computer to begin a search for new articles. The second list includes these titles: RAINFALL, ACID RAIN, UNITED STATES, ATLANTIC OCEAN, and WATER. Although this list yields several articles related to rainfall, it still may not contain the kinds of titles you need.

To conduct a third search, click **New List** again. Suppose you erase "forms of" and add "sleet" and "snow." Your search request now reads, "rain sleet snow." Clicking **Go On** brings up a third list that includes the following titles: AUSTRALIA, WEATHER, WATER, STORM, RAINFALL, CLOUD, and SNOW. This set of titles may contain just what you were hoping to see.

- Sometimes you may type a word that the computer does not recognize. For example, suppose you wanted to see the article on alligators, but you typed "allegators." The computer will tell you that it does not recognize the word, and will suggest other spellings that are similar to your request. Select an alternative or delete and retype your search word(s), then click **Go On** or press **Enter**.

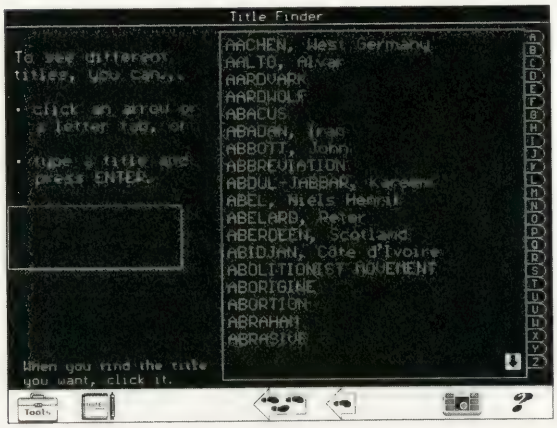
  However, if the word you type is not similar to any title in the encyclopedia, the computer will request further information. For instance, if you type "krokadile," the computer will not recognize that you mean "crocodile." Check your spelling or find another word to describe your topic.

Title Finder



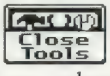
TITLE FINDER consists of an alphabetical list of every article title in the encyclopedia.

This entry path is represented by a picture of pages labeled A, B, and C. Clicking this symbol takes you to **TITLE FINDER.**



Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available to use in **TITLE FINDER**. [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]



Use **Close Tools** when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If there is a word on the screen that you do not know, click the word. A window will open that contains the dictionary definition of that word.

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the **Notebook** to take notes on interesting information you find using **TITLE FINDER.**

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Click the **MAIN MENU** clickspot to choose another entry path.

Use the **Help** clickspot to open a window that lists two topics that can help you use **TITLE FINDER:**

How Title Finder Helps You Find Articles
Clickspots for Title Finder

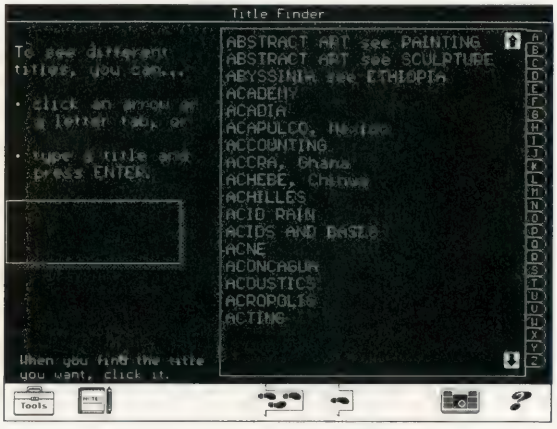
Click either topic to see a screen that briefly explains it.

Using TITLE FINDER to Find Articles

You can find titles of articles in **TITLE FINDER** in three ways:

- You can click the **Down Arrow** to move through the list until you find the title of an article that interests you. To get to the article, click that title.

  For example, suppose you want to find out about acid rain. Move through the list with the **Down Arrow** until you come to ACID RAIN. Then click the title to see the article.



The computer takes you to page 1 of the four-page article on ACID RAIN. The article has an explanation of what acid rain is and where it occurs around the world.

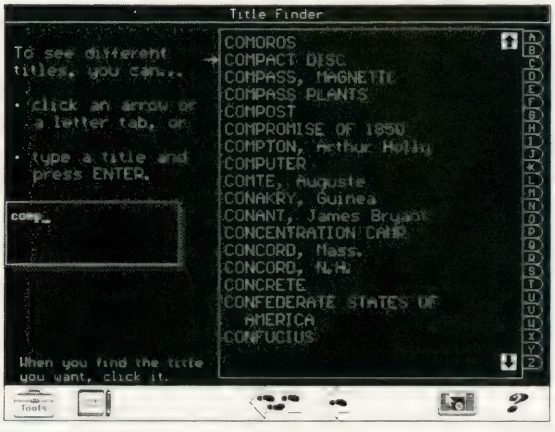
Click the **TITLE FINDER** clickspot on the prompt line to return to the **TITLE FINDER** list of articles. This clickspot looks like a picture of pages labeled A, B, and C.

• If you want to explore a certain section of the list, you can click the lettered tab for the first letter of your subject. The computer will move to that part of the alphabetical list. Then you can use the **Up** and **Down Arrows** until you find an article you want.

For example, suppose you want to find out about the Magna Carta. Find the tabs along the right side of the article list. Clicking the tab that is lettered "M" will take you to the list of articles whose titles begin with the letter "M." You can use the **Down Arrow** to move through the list until you see MAGNA CARTA and click the title to see the article.

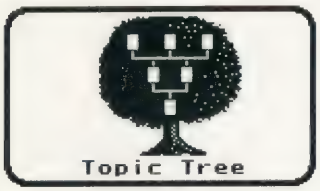
• If you want to see if ***Compton's MultiMedia Encyclopedia*** has an article with a given title you may type the title in the title window and press **Enter**, The list will move to that title, or the area in the list closest to that title. Clicking on the title will display the article.

For example, suppose you want to learn how to use a compass but you are only sure of how to spell the first four letters of the word. If you type "C - O - M - P" in the box provided and press **Enter**, **TITLE FINDER** takes you to the list where "COMP" titles begin. Look down the list until you see COMPASS, MAGNETIC. Clicking the title takes you to the article.



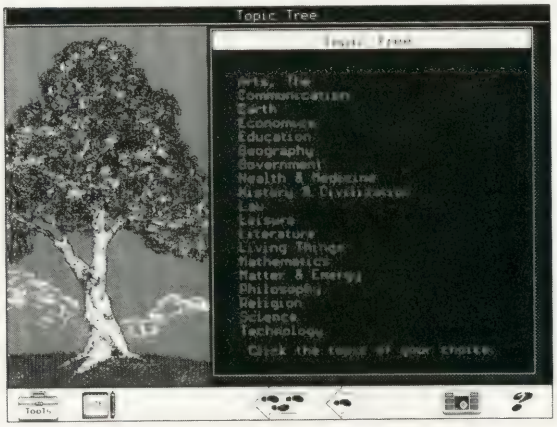
The computer takes you to page 1 of the ten-page article on the MAGNETIC COMPASS.

Topic Tree



TOPIC TREE is the entry path that divides all the articles in the encyclopedia into topics and subtopics so that you can browse through them to find an article that interests you.

The tree is the symbol for this entry path. Clicking it takes you to **TOPIC TREE**.

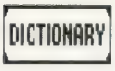


Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line**. These represent the tools that you have available to use in **TOPIC TREE**. [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]

Use **Close Tools** when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools**.

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark**.



If there is a word on the screen that you do not know, click this clickspot and then click the word. A window will open that contains the **Dictionary** definition of that word.

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

After you have selected a topic and are using the menus that show subtopics and article titles, clicking **Back** lets you go back through the menus you saw. Then you can choose different subtopics and see other menus.

Use the **Notebook** to take notes on interesting information you find using **TOPIC TREE**.

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Use the **Major Topics** clickspot to return to the primary list of topics from any level of subtopics.

Click the **Main Menu** clickspot to choose another entry path.

Use the **Help** clickspot to open a window that lists two topics that can help you use **TOPIC TREE**:

How Topic Tree Helps You Find Articles
Clickspots for Topic Tree

Click either of these topics to see a screen that briefly explains the topic.

Using TOPIC TREE to Find Articles

The first screen of the **TOPIC TREE** menu lists the major topics of the **TOPIC TREE**. Each of these topics has subtopics from which article titles can be chosen.

To see how the **TOPIC TREE** works, you might click "LEISURE." This will open a window that lists several subtopics:

LEISURE
Amusements
Athletic Games
EXERCISE
Festivals And Holidays
Hobby
Museums
NATIONAL PARKS
Organizations
Play

The word LEISURE is in all capital letters. This means it is the title of an article in the encyclopedia. Clicking LEISURE takes you to that article.

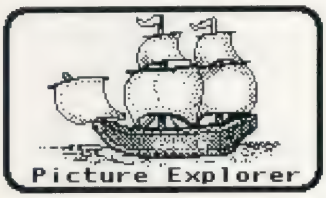
If you click the subtopic "Festivals And Holidays," this opens another window with a list of festivals and holidays that have articles in the encyclopedia, including the article FESTIVALS AND HOLIDAYS:

FESTIVALS AND HOLIDAYS
CHRISTMAS
EASTER
HALLOWEEN
NEW YEAR'S DAY
PASSOVER
SAINT VALENTINE'S DAY
THANKSGIVING

Notice that all of these are article titles. In this example, your search through **TOPIC TREE** only moved you through two levels. Other paths through **TOPIC TREE** may take you through more levels of subtopics before you find the article you want.

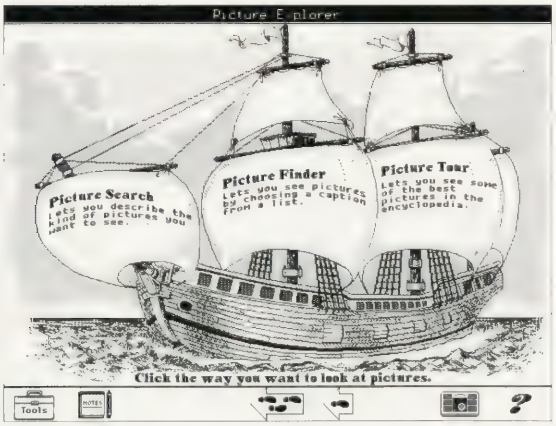
If you click any of the article titles above, you will go to the first page of that article. If you want to return to the previous menu screen and choose another subtopic or article, click **Back.** To return to the first list of topics, click **Major Topics.**

Picture Explorer

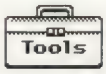


PICTURE EXPLORER gives you three ways to find pictures, diagrams, illustrations, and charts in the encyclopedia. Then, when you see something interesting, you can go to an article to learn more about what you saw.

A sailing ship represents this entry path. Clicking the ship takes you to the **PICTURE EXPLORER.**


Picture Explorer
Picture Search
Lets you describe the kind of pictures you want to see.
Picture Finder
Lets you see pictures by choosing a caption from a list.
Picture Tour
Lets you see some of the best pictures in the encyclopedia.
Click the way you want to look at pictures.
Tools

Prompt Line Clickspots



When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available to use in **PICTURE SEARCH** and **PICTURE FINDER.** [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]

Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the notebook to take notes on interesting information you find using **PICTURE EXPLORER.**

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Use this clickspot to return to the **MAIN MENU** where you may choose a different entry path to find articles.

Use the **Help** clickspot to open a window that lists help for the three ways you can use **PICTURE EXPLORER** to find pictures:

All About Picture Search
All About Picture Finder
All About Picture Tour
Clickspots for Picture Explorer

Additional help available for **PICTURE SEARCH** includes the following topics:

How Picture Search Helps You Find Pictures
Using Search Word(s) to Describe a Picture
How to Change Your Search Word(s)
How the Computer Helps You with Spelling
Using the Caption List to Find Information
Clickspots for Picture Search

Click a **Help** topic to see screens that briefly explain the topic.

Using PICTURE EXPLORER

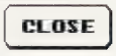
The first screen of **PICTURE EXPLORER** shows you the ship with three labeled sails. Each label indicates one of the three ways to find pictures:

PICTURE SEARCH lets you describe the kind of picture you want to see. The computer then lists picture captions that match your description. You can click a caption in the list to see the picture that the caption describes. When the picture appears, you can click the **Go To Article** clickspot to see the corresponding article. [Note: For more information on how to use **PICTURE SEARCH,** see page 32 in this User's Guide.]

PICTURE FINDER lets you search through a list of all the captions in the encyclopedia. The captions are listed alphabetically according to the titles of the article in which they appear. Click a caption to see the picture. Then click **Go To Article** to see the article from which the picture and caption were taken. [Note: For more information on how to use **PICTURE FINDER**, see pages 33–34 in this User's Guide.]

PICTURE TOUR lets you browse through some of the best pictures in the encyclopedia. To read the caption that tells about a picture, or to see the article from which the picture was taken, click either the **Caption** or the **Go To Article** clickspot on the **Prompt Line.** [Note: For more information on how to use **PICTURE TOUR**, see page 35 in this User's Guide.]

Other Clickspots for PICTURE SEARCH, PICTURE FINDER, and PICTURE TOUR



Any time a window is open, the **Close** clickspot appears. You must close the window before you can continue to use **PICTURE EXPLORER** or return to the **MAIN MENU**. You can also click **Close** in **PICTURE TOUR** to return to the **PICTURE EXPLORER** menu.

Use this clickspot in **PICTURE SEARCH** after you have typed your search words. Clicking **Go On** or pressing **Enter** tells the computer to begin searching for pictures that match your words.

After the computer displays a list of articles, click **Back** to return to the beginning of **PICTURE SEARCH** and see your original search words on the screen. You can add to or change your search words before you start another search. You can also use **Back** in **PICTURE SEARCH** and **PICTURE FINDER** to return to the **PICTURE EXPLORER** menu.

Clicking the **New Search** clickspot erases all of the search words you typed in **PICTURE SEARCH** so you can type new words to begin another search for pictures. When you finish typing, click **Go On** to begin a new search.

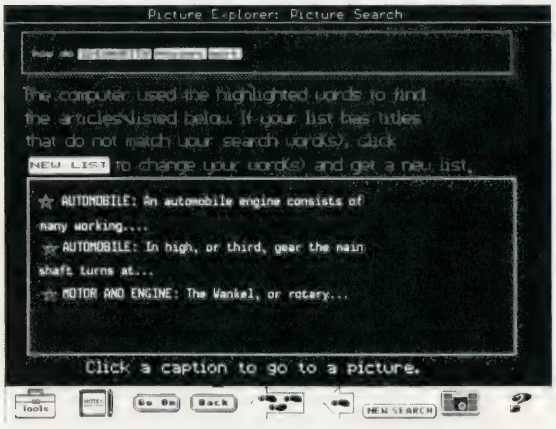
If you do not like the list of pictures displayed by the computer in **PICTURE SEARCH**, click **New List** to go back and change your search words. Then ask the computer to display a new list of pictures to match your new description.

Using PICTURE SEARCH to Find Pictures and Articles

When you have a topic that you would like to explore, **PICTURE SEARCH** can help you find interesting pictures related to your topic. You tell the computer what to search for by typing words that describe your topic. For example, suppose you want to know more about how automobile engines work. In the search request box, you might type "how do automobile engines work?" Or, you could just type the words "automobile," "engines," and "work." Then you would click **Go On** or press **Enter** to tell the computer to begin its search.

When the computer completes its search, you will see your search words again and a list of captions that match them. The computer may not have highlighted all of the words you typed. It does not look for words like "what," "why," "of," "and," or "the" because they are not related to specific information in the encyclopedia.

You can move through the list by using the **Up** and **Down Arrows** located to the right of the caption list. Captions that are preceded by a star are most likely to have information about your search request. If you click any caption in the list, you will see the picture described by that caption.


Picture Explorer: Picture Search
The computer used the highlighted words to find
the articles listed below. If your list has titles
that do not match your search words, click
NEW LIST to change your word(s) and get a new list.
AUTOMOBILE: An automobile engine consists of
many working....
AUTOMOBILE: In high, or third, gear the main
shaft turns at...
MOTOR AND ENGINE: The Wankel, or rotary...
Click a caption to go to a picture.
Tools
Notes
Go On
Back
NEW SEARCH

Once you have clicked the caption and seen the picture, you can click **Go To Article** to see the article in which the picture appears.

Clicking the **PICTURE EXPLORER** clickspot on the **Prompt Line** takes you from the article back to **PICTURE SEARCH**.

To erase all your search words and begin a new search, you can click the **New Search** clickspot.

When you are ready to return to the **PICTURE EXPLORER** menu, you can click the **Back** clickspot on the **Prompt Line.**

Special Notes for Using PICTURE SEARCH

To change your search request and get a more useful list of captions, you can reposition the blinking cursor in the search request box and retype your word(s). There are two ways to reposition the blinking cursor:

• Use any of the four cursor keys or the **Delete** key on the keyboard to move the cursor to a new position where you can either add or delete text.

• Use the mouse to position the mouse arrow in the search request box at the place where you want to change or delete text. When you click the mouse the cursor will move to this spot. Press the **Delete** key to erase the previous character.

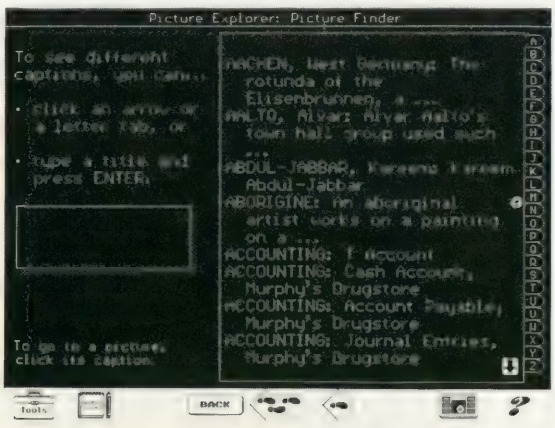
Also, to erase letters or words, position the blinking cursor immediately after the word you want to change and press the **Backspace** key. Type your changes and then click **Go On** to generate another list of captions.

For example, suppose you were interested in seeing pictures about sporting events and you typed "ball games." The computer would highlight the words and generate a list beginning with captions from the articles entitled: GAMES FOR CHILDREN, FOOTBALL and ELECTRONIC GAMES. But suppose you decided that you were only interested in basketball games.

To see pictures about basketball games, you would click **New List.** Some special help will appear, along with your original request for "ball games" but without any highlighting. Move the cursor under the "b" in "ball" and type "basket." Your request now says "basketball games." When you click **Go On**, the computer will begin a search and give you a new list of captions. This time your list will begin with picture captions from the BASKETBALL article.

Using PICTURE FINDER to Find Pictures and Articles

Clicking the **PICTURE FINDER** sail on the **PICTURE EXPLORER** ship lets you read through a list of picture captions. These are grouped alphabetically according to the articles in which they appear.


Picture Explorer: Picture Finder
To see different captions, you can...
• click an article or a letter tab, or
• type a title and press ENTER.
To go to a picture, click its caption.
AACHEN, West Germany: the rotunda of the Elisenbrunnen, a ...
AALTO, Alvar: Alvar Aalto's town hall group used such ...
ABDUL-JABBAR, Kareem: Kareem Abdul-Jabbar
ABORIGINE: An aboriginal artist works on a painting on a ...
ACCOUNTING: T Account
ACCOUNTING: Cash Account, Murphy's Drugstore
ACCOUNTING: Account Payable, Murphy's Drugstore
ACCOUNTING: Journal Entries, Murphy's Drugstore
Tools
BACK

The first caption that appears in the **PICTURE FINDER** list is "AACHEN, West Germany: The rotunda of ..." If you click the caption you will see a black-and-white photograph of the Elisenbrunnen spa in Aachen. Clicking the **Caption** clickspot brings up a description of the picture. Clicking **Move Caption** moves the caption to the top of the screen.

Click **Close** twice—once to close the caption and again to close the picture window—to return to the **PICTURE FINDER** list.

Suppose you want to find some information about dogs and you want to know what pictures are included in the DOG article. You can skip ahead through the caption list in three ways:

- Click the **Down Arrow** to move through the list of captions until you see the captions listed under DOG. Then click a caption that interests you to see its picture.

- Click the "D" tab in the **PICTURE FINDER** list to go to the beginning of the "D" listings. Then use the **Down Arrow** in the lower-right corner of the caption list to page through the captions until you come to the list of pictures taken from the DOG article.

- Another method of browsing through captions is to find articles that may have pictures of what you want to see. If you type all or part of the beginning of an article title, the computer skips through the pages of captions until it can display a list of articles that begin with the letters you typed. For the dog example, you could type "dog." The screen would then display the section of the list where pictures in the DOG article begin.

You can look through the list of captions until you find one that is interesting. Click that caption to see the picture. When the picture appears click **Go To Article** to see the article from which the picture was taken.

To return to **PICTURE FINDER**, click the **PICTURE EXPLORER** clickspot on the **Prompt Line.** Then click **Back** to return to the **PICTURE EXPLORER** menu.

Using PICTURE TOUR to Find Pictures and Articles

When you click the **PICTURE TOUR** sail, the computer will present, in random order, some of the most interesting pictures in the encyclopedia. Click the **Down Arrow** in the lower-right corner to move to the next picture. Click the **Up Arrow** in the upper-right corner to move back to a picture.

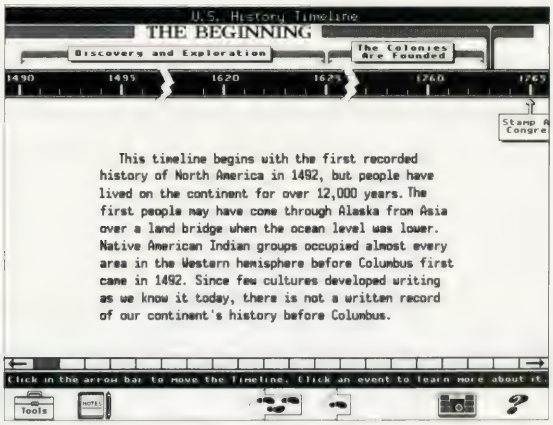
If you find a picture in the **PICTURE TOUR** that you want to know more about, you can click **Caption** to see a description of the picture. If you want to see the article in which the picture appears, you can click **Close** to close the caption window, and then click **Go To Article.**

If you are looking at a picture and want to return to the **MAIN MENU,** you must click **Close** to close the picture window. Then, at the **PICTURE EXPLORER** menu, click **MAIN MENU.**

U.S. History Timeline

U.S. HISTORY TIMELINE lets you explore the important events that have occurred since Columbus arrived in America in 1492. Using the **TIMELINE**, you are able to see a summary of each event. Sometimes you may also hear a famous saying, part of an important speech, or music from an event in American history. In addition, you are able to go to encyclopedia articles that give more information about the events.

A picture of an hourglass over a map of the United States represents the **U.S. HISTORY TIMELINE** entry path. Click this entry path to go to the first screen of the **TIMELINE**.


U.S. History Timeline
THE BEGINNING
Discovery and Exploration
The Colonies Are Founded
1490
1495
1620
1625
1760
1765
This timeline begins with the first recorded history of North America in 1492, but people have lived on the continent for over 12,000 years. The first people may have come through Alaska from Asia over a land bridge when the ocean level was lower. Native American Indian groups occupied almost every area in the Western hemisphere before Columbus first came in 1492. Since few cultures developed writing as we know it today, there is not a written record of our continent's history before Columbus.
Click in the arrow bar to move the Timeline. Click an event to learn more about it.
Tools

Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line**. These represent the tools that you have available to use in the **U.S. HISTORY TIMELINE**. [Note: For more information on how to use tools, refer to pages 59–66.]

Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools**.

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark**.

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the **Notebook** to take notes on interesting information you find in the **U.S. HISTORY TIMELINE**.

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Use this clickspot to return to the **MAIN MENU** where you may choose a different entry path to find articles.

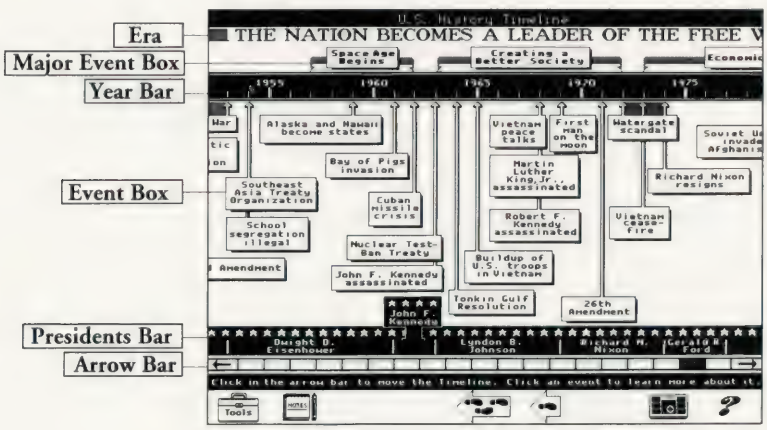
Use the **Help** clickspot to open a window that lists several topics that can help you use the **U.S. HISTORY TIMELINE:**

How the U.S. History Timeline Helps You Find Articles
Learning More from Timeline Windows
Moving Through the Timeline
Clickspots for the U.S. History Timeline

Click any of these topics to see a screen with a brief explanation of the topic.

Opening Event Windows in the U.S. HISTORY TIMELINE

The **U.S. HISTORY TIMELINE** contains events of historical significance. When you click the name of an event, a window opens that summarizes it. Click **Go On** to see a list of articles that tell more about the event. Clicking the title of an article takes you to the section that gives information related to the event. Click the **U.S History Timeline** clickspot to return to the **TIMELINE.**



The **Era Banner** groups dates and events in American history into six major periods:

The Beginning
A New Nation Emerges & Builds a Strong Government
The Nation Grows & Moves Westward
The Nation Divides & Reunites
The Nation Becomes an Industrial Power & Struggles to Become a World Power
The Nation Becomes a Leader of the Free World

Some historical events are represented by **Major Event** boxes that appear above the **Year Bar.** Clicking a **Major Event** box opens a window that lists the events. Clicking the name of an event in the **Major Event** window opens another window that summarizes the event and tells why it was important in American history.

The **Major Event** boxes found in the **TIMELINE** are:

Discovery and Exploration
The Colonies Are Founded
Revolutionary War
Advances in Farming, Transportation, Communication
Civil War
Major Inventions
World War I
Roosevelt's New Deal
World War II
Space Age Begins
Creating a Better Society
Economic Crises and Recoveries

The **Year Bar** is marked in yearly intervals with every fifth year labeled. On the first screen of the **TIMELINE,** jagged lines indicate that some years are not shown.

Most of the events appear in **Event Boxes** under the **Year Bar.** Clicking a box opens a window with a summary of the event in that box and a statement indicating why it is important in American history.

The **Presidents Bar,** a bar with a row of stars at the top, extends across the **TIMELINE** just above the **Arrow Bar.** Beginning with 1789, the **Presidents Bar** shows the span of years for each president's administration.

Clicking the box for any president on the **Presidents Bar** opens a window that gives his full name, the dates he was in office, and a list of the major legislation or other significant events of his administration and the years in which they occurred. Clicking **Go To Article** takes you to the article about that president.

Just above the **Prompt Line** is the **Arrow Bar** running the full width of the screen. The bar is divided into boxes. Each box represents a span of 12½ years. A shaded box indicates your current position on the **TIMELINE.**

Click the **Right Arrow** to move 12½ years forward along the **TIMELINE.**

Click the **Left Arrow** to move 12½ years back on the **TIMELINE.**

Click any box on the **Arrow Bar** to move to the section of the **TIMELINE** represented by that box.

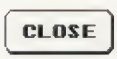
To move quickly to the beginning of the **TIMELINE**, click the box next to the **Left Arrow**. To move quickly to the end of the **TIMELINE**, click the box next to the **Right Arrow**.

Clickspots That Appear When Event Windows Are Open

Click the **Sound** clickspot to hear a famous saying or part of an important speech. The text of the recording appears next to the **Sound** clickspot.

The **Go On** clickspot appears at the end of a series of windows that describe an event. When you click **Go On**, you will see a list of one or more articles related to that event. Clicking on a title takes you to the article.

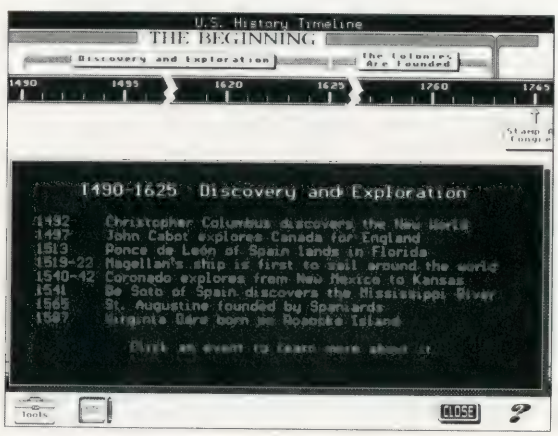
The **Go To Article** clickspot appears when a president's window is opened. Since there is a specific article about each president, click **Go To Article** to go to the article that tells about that president.



Any time a window is open, the **Close** clickspot appears. You must close the window before you can continue to use the **U.S. History Timeline** clickspot or return to the **MAIN MENU**.

Using the U.S. HISTORY TIMELINE to Find Articles

If you click the box next to the **Left Arrow** to display the first screen of the **U.S. HISTORY TIMELINE**, you will see two **Major Event** boxes at the top of the screen: *Discovery and Exploration* and *The Colonies Are Founded.*


U.S. History Timeline
THE BEGINNING
Discovery and Exploration
The Colonies Are Founded
1490
1495
1620
1625
1760
1765
1490-1625 Discovery and Exploration
1492 Christopher Columbus discovers the New World
1497 John Cabot explores Canada for England
1513 Ponce de León of Spain lands in Florida
1519-22 Magellan's ship is first to sail around the world
1540-42 Coronado explores from New Mexico to Kansas
1541 De Soto of Spain discovers the Mississippi River
1565 St. Augustine founded by Spaniards
1587 Virginia Dare born on Roanoke Island
Click an event to learn more about it
Tools
CLOSE

Clicking *Discovery and Exploration* opens a window that lists major events that took place during this period, between the years 1490 and 1625. Clicking any of the events takes you to a window containing a description of the event.

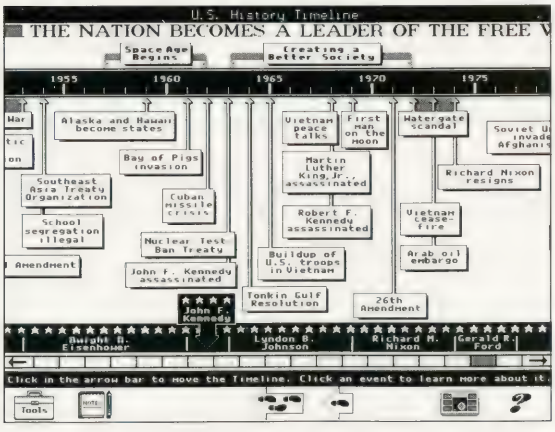
If there is more than one window of information available, you can click the **Down Arrow** in the lower-right corner of the screen. When you reach the last window that describes the event, you will see the **Go On** clickspot on the **Prompt Line** and a message that says, "Click **Go On** to see a list of articles about this event."

For example, when you click the first event, 1492 – Christopher Columbus discovers the New World, a window opens that describes this event and tells about its historical significance. Click the **Down Arrow** in the lower-right corner of the window to read more about this event.

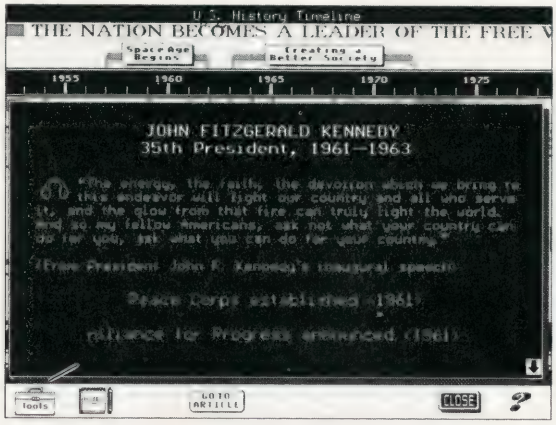
When you have finished reading the information in the window, click **Go On** to see the following list of articles about Columbus' discovery: AMERICA, DISCOVERY AND COLONIZATION OF and COLUMBUS, Christopher. If you want to see the article called "COLUMBUS, Christopher," click the article title.

When you are ready to return to the **U.S. HISTORY TIMELINE** from the article about Christopher Columbus, click the **U.S. History Timeline** clickspot on the **Prompt Line.** This clickspot looks like a map of the United States behind an hourglass.

To hear recorded sound and see another article, click the second box to the left of the **Right Arrow** on the **Arrow Bar.** This will bring you to a screen that shows the events in U.S. history from 1953 to 1978.



Click the box for John F. Kennedy on the **Presidents Bar** to open a window that gives information about Kennedy's administration.



Click the **Sound** clickspot to hear part of President Kennedy's inaugural address. The words that you are hearing appear next to the clickspot. You will also see a list of major events that occurred during President Kennedy's administration.

If you want to see the article about President Kennedy, click the **Go To Article** clickspot on the **Prompt Line.** From the article, click the **U.S History Timeline** clickspot to return to the **U.S HISTORY TIMELINE**. If you do not want to go to the article, click **Close** to return to the **U.S. HISTORY TIMELINE**.

World Atlas

The **WORLD ATLAS** lets you see and use maps of the Earth. You specify the place you want to see and the computer draws the corresponding map. To find out more about places shown on the map, you can go to articles in the encyclopedia.

The symbol for this entry path is a globe. Clicking this globe takes you to **WORLD ATLAS.**

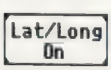
Prompt Line Clickspots

Use the **Notebook** to take notes on interesting information you find in the **WORLD ATLAS.**

Use the **Compass** clickspot to see a different part of the Earth by clicking the direction in which you want to go.

Use **Zoom In** to view an area of the Earth more closely.

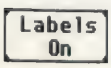
Click **Zoom Out** to view the Earth from farther away.



Click **Lat/Long On** to add these lines to a map. Lines are marked in degrees. Degrees of latitude appear on the extreme left of the screen, and degrees of longitude appear immediately above the **Prompt Line** from levels 2 through 7.

Use the **Lat/Long Off** clickspot to remove lines of latitude and longitude from a map.

Use **Labels Off** to remove place labels from a map.



Click the **Labels On** clickspot to restore place labels on a map.

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Click **Place Finder** to see an alphabetical list of all of the places that have labels in the **WORLD ATLAS.** After you make a selection using **Place Finder,** the computer will draw a map that shows you the place you have selected. (For more information on how to use **Place Finder,** see the section that follows called "More about Place Finder.")

Click the **MAIN MENU** clickspot to choose another entry path.

Use the **Help** clickspot to open a window that lists several topics that can help you use the **WORLD ATLAS**:

How to See a Close-up
How to Move a Map
How to Make Lines and Labels Appear and Disappear
How to Use Place Finder to Find a Map
How to Go to an Article
Clickspots for the World Atlas

Click any topic to go to screens that briefly explain it.

More About PLACE FINDER

Place Finder contains a list of all of the places that are labeled on **WORLD ATLAS** maps. These places include continents, countries, states, cities, rivers, oceans, and mountain ranges. All places that have labels have corresponding articles in the encyclopedia.

There are three ways **Place Finder** can help you locate a place:

- You can click the **Up** and **Down Arrows** to move through the alphabetical list of places until you find the name of a place that interests you. When you click the name of a place, the computer will draw a map to show you the location.

- If you have a place in mind but are not sure of its spelling, you can click a lettered tab that appears along the side of the list of places. The computer will move to the beginning of the list of places that begin with the letter on the tab you clicked. From there you can use the **Up** and **Down Arrows** to find the name of the place you want to see, if available.

  For example, suppose you wanted to find Egypt. Click the "E" tab that is along the right side of the list. This will take you to the list of places that begin with the letter "E." Use the **Down Arrow** to move through the list until you see Egypt. Clicking EGYPT lets you see a map of Africa with Egypt located at the center of your screen.

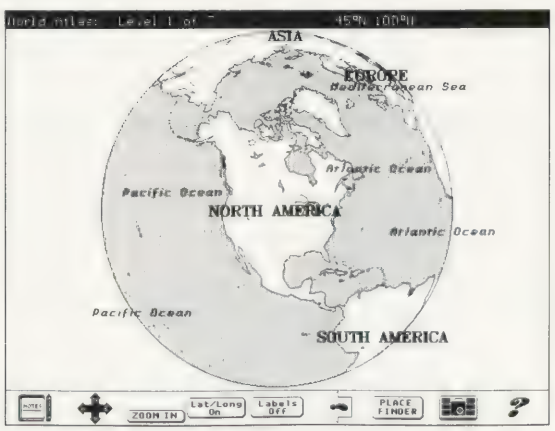
• Instead of browsing through a list, you can type the first few letters of a place you want to see. For example, you could type the letters "L - O - N" in the search box that appears to the left of the **Place Finder** list. When you press **Enter**, **Place Finder** will skip to the part of the list that contains place names beginning with "Lon." You will see an arrow pointing to the first entry, LONDON, England. If you click that entry, the computer will draw a map showing England and northern Europe. The label for London will be highlighted and centered on the screen.

When you use **Place Finder**, the computer displays a map from a distance that best shows the place you have chosen. Some locations, such as continents, are viewed best from farther away (level 1 or 2). Other locations, such as cities, are best viewed at closer levels (level 4 or 5).

Whatever place you choose to see appears in the center of the screen. The level at which the map is drawn and the latitude and longitude for the point in the center of the screen are shown on the **Title Line** at the top of the screen. You can change your view by using the **Zoom** and **Compass** clickspots. (See the following sections called "More About Map Levels and Mileage Scales" and "Using Latitude and Longitude.")

More About Map Levels and Mileage Scales

There are seven levels from which you can view a region of the Earth. The level is related to how far away or how close you are to the Earth. When you first enter the **WORLD ATLAS**, you will see a map of the Western Hemisphere drawn at level 1. Level 1 is the farthest distance from which you can view the Earth.



If you click **Zoom In** after your initial view of the Earth, you will move to level 2 and see a closer view of North America. You do not have to wait for the computer to finish drawing a map before changing a level or direction. You may continue to zoom in until

you reach level 7, which gives you the closest view of the Earth. When you reach this level, the **Zoom In** clickspot disappears and you can only **Zoom Out.** The zoom level of the view you choose appears on the **Title Line** that extends across the top of the screen.

Not all place labels are displayed at every zoom level. Place labels appear based on the level or scale at which they can best be shown. As a general rule, locations that have greater areas, such as continents, large countries, and major bodies of water, tend to be labeled at the more distant views of the Earth (levels 1–3), while places with smaller geographic areas, such as small countries and cities, tend to be labeled at closer zoom levels. Once a map has been drawn, you can always change its level by using the **Zoom In** and **Zoom Out** clickspots.

When maps are displayed at levels 3 through 7, a mileage scale appears in the lower-right corner of the screen. Mileage scales are not given for levels 1 and 2 because these levels give you two global views of the Earth. Measuring distances between two points on the globe must take into account the curved nature of the Earth. Mileage scales are most useful when distances can be represented by straight lines. At levels 3 through 7, the distances between any two points can be measured by a straight line, and the results of using a mileage scale to calculate distance are more accurate.

At zoom levels 3 through 7, the mileage scales give you a way to approximate the distance between two points on a map. For example, at level 3, one unit on the scale represents 450 miles (720 kilometers). At level 7, one unit represents 35 miles (56 kilometers).

To see an example of how the zoom levels and mileage scales work, use **Place Finder** to locate Kentucky. Type in or click on KENTUCKY, and the computer will draw a map in which Kentucky appears at the center of the screen. This map will be drawn at level 4 where one unit on the scale corresponds to 200 miles (320 kilometers). At this level, the map does not show place labels for any cities.

Clicking **Zoom In** twice takes you to level 6. At this level you can see place labels for several cities. At level 6, one unit on the mileage scale represents 60 miles (96 kilometers).

Using Latitude and Longitude

You can use the **WORLD ATLAS** to approximate the latitude and longitude of many places on the Earth. The coordinates of the latitude and longitude of the point in the center of the screen appear on the **Title Line** at the top of the screen. A reading is given in degrees only. This reference is available whether or not the lines of latitude and longitude have been drawn on the map.

When you use **Place Finder** to locate a place, the computer draws a map with the place you have requested located in the center of the screen. The reading on the **Title Line** represents the approximate

coordinates of that place. If the place is a city, then the reading corresponds to the location of the symbol that represents the city (not its label). If the place is not a city but a region or a river, then the computer draws a map with the region you specified located around the center point of the screen.

For example, suppose you use **Place Finder** to draw a map showing Shanghai, China. A circle representing the geographic location of Shanghai appears at the center of the screen, and the highlighted word "Shanghai" is next to it. The latitude and longitude of the city (31°N 121°E) appear on the **Title Line.**

If you click **Lat/Long On**, the computer will add lines of latitude and longitude. This will give you a better idea of the location of various places on the map. Using the map of Shanghai, click inside Korea. [Note: You must click a spot in Korea that is not labeled. Clicking the label "Korea" opens a window that asks if you want to see the article about Korea.] The computer will redraw the map so that Korea now lies in the center of the screen. The latitude and longitude reading on the **Title Line** (39°N 127°E) represents the coordinates of the approximate center of the country.

Using the WORLD ATLAS to Find Articles

To go to an article using the **WORLD ATLAS,** click a place label that appears on a map. A window will open asking if you want to go to the article about that place. For example, if you click **Zoom In** twice to go to level 3 from a level 1 view of North America, you will see the following map of the United States and Canada.

Clicking the Colorado River label that appears in the southwestern region of the map brings up a window that asks:

> Do you want to go to the article about the Colorado River?

If you click **Yes,** you will see page 1 of the article on the Colorado River. To return to the map, click on the **World Atlas** clickspot.

Special Notes About the WORLD ATLAS

• When you first enter the **WORLD ATLAS,** you will see a labeled map of the Western Hemisphere. You can use the **Zoom In, Zoom Out,** and **Compass** clickspots to explore any region of the Earth. The computer will draw a map of the region that corresponds to the level and location you select. You can also click anywhere on a map (except a label) to change your view of a region. These search techniques are excellent for browsing. However, if you want to go quickly to a specific place, you might want to use **Place Finder.**

• When you click the **Zoom In, Zoom Out,** or **Compass** clickspots, you do not have to wait for the computer to finish drawing a map before changing a level or direction. For example, if you are in level 1 and you know you want to go to level 7, you can click **Zoom In** six times in succession. The computer will not draw maps at levels 2 through 6. Rather, you will see a map drawn at level 7. In a similar manner, if you know that you want to move several steps to the east, you can click the **E** on the **Compass** clickspot several times in a row.

• When a map is being drawn, the arrow cursor remains in the **Prompt Line** and cannot be moved up into the map area. Only after a map has been completely drawn, shaded, and labeled (if labels are turned on) can you move the cursor onto the map.

• Cities that appear on a map usually have a circle next to their labels. As on any map, a circle indicates the geographic location of the city. Cities that are the capitals of countries are marked with a star surrounded by a circle. Cities that are capitals of states have a star next to their labels.

• When you use **Place Finder** to find a city, its place label will be highlighted on the map that is drawn, and its symbol will be at the center of the screen.

• All areas of the map are potential clickspots. Clicking any label on a map takes you to a window that asks if you want to see the article in the encyclopedia. Clicking anywhere else on the screen recenters the map around the place you clicked.

For example, as you view the map showing Shanghai, you can also see the city of Seoul, South Korea, on the screen. If lines of latitude and longitude are on the screen (click the **Lat/Long On** clickspot), the approximate coordinates of Seoul appear to be greater than 30°N and less than 130°E. If you click the circled star next to Seoul, the computer will redraw the map with Seoul at the center of the screen. The latitude and longitude in the **Title Line** at the top of the screen will now read 38°N 127°E.

• If you click a label, a window will open that asks if you would like to see the article about that location. To go to the article, click the **Yes** clickspot on the **Prompt Line.** To return to the map from the article, click on the **World Atlas** clickspot.

• At times you may notice that although the labels are turned on, you do not see any labels on the screen. This occurs when you are at a level that is too close to a large body of water or a sparsely populated body of land. Clicking **Zoom Out** will usually take you far enough away from the region so that labels will appear and you can tell more clearly where you are looking.

• The directional arrows in the **Compass** clickspot assume that the viewer is moving in the direction selected. The arrows do not indicate the direction of the Earth's rotation.

For example, suppose you are looking at the map of North America at level 1 and then click **N** on the **Compass** clickspot. The computer will draw a map of the region that lies to the north of your earlier view. This is as if you had moved to the north or the Earth had rotated to the south. You can continue clicking **N** until you see a view of the North Pole. At that point, you cannot move any farther north.

Similarly, if you click **E** you will see a view that lies east of your initial view. This is as if the Earth had rotated to the west.

Science Feature Articles

The **SCIENCE FEATURE ARTICLES** entry path takes you directly to 20 of the most interesting science articles in the encyclopedia. All of these articles have been enhanced with additional text, sound, and pictures.

The microscope represents this entry path. Click it to move to the **SCIENCE FEATURE ARTICLES.**

Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available to use in the **SCIENCE FEATURE ARTICLES.** [Note: For more about tools, refer to pages 59–66 in this User's Guide.]

Use this clickspot when you have finished using the tools. You will go back to the clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the **Notebook** to take notes on interesting information you find in the **SCIENCE FEATURE ARTICLES.**

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

Use this clickspot to return to the **MAIN MENU** where you may choose a different entry path.

Use the **Help** clickspot to open a window that lists several topics that can help you use the **SCIENCE FEATURE ARTICLES:**

Finding the Science Feature Articles
Clickspots for Science Feature Articles

Click either of these topics to see brief explanations of each topic.

Getting to the SCIENCE FEATURE ARTICLES

When you choose the **SCIENCE FEATURE ARTICLES** entry path, you will see a menu screen that lists 20 articles divided into four categories:

Living Things

Animal	Plant
Birds	Reptiles
Fish	Spider
Insect	Whale

The Human Body

Anatomy, Human	Heart
Digestive System	Respiratory System

Inner Earth to Outer Space

Astronomy	Ocean
Conservation	Volcano
Earthquake	

Going Places

Directions	Maps & Globes
Energy	

Move the mouse arrow over one of the 20 article titles shown on the menu. Click the mouse button to go to page 1 of the article you selected. [Note: You can also gain access to these 20 articles through most of the other entry paths. For example, you could use **TITLE FINDER** or **IDEA SEARCH** to go to the ASTRONOMY article.]

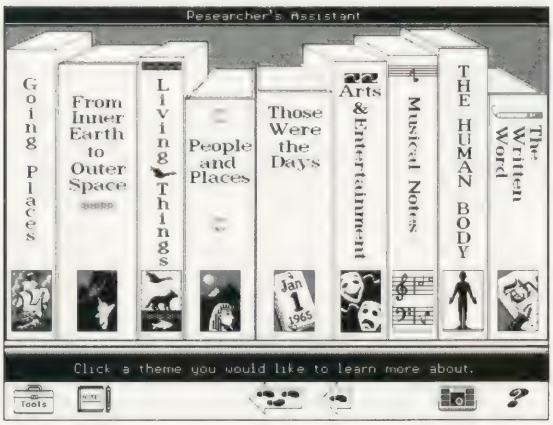
If you use the **SCIENCE FEATURE ARTICLES** entry path to select an article, the microscope clickspot that represents that entry path will appear on the **Prompt Line.** Clicking the microscope returns you to the menu of the **SCIENCE FEATURE ARTICLES** entry path. If you use a different entry path to go to an article, then you will see the clickspot that corresponds to the entry path you chose. [For example, if you use **TITLE FINDER** to go to the ASTRONOMY article, you will see the clickspot that represents that entry path on the **Prompt Line.** Clicking that clickspot will take you back to the menu of **TITLE FINDER.**]

Many special features have been incorporated into the 20 articles in the **SCIENCE FEATURE ARTICLES** entry path. These include animation sequences, supplementary information and a pronouncing **Glossary.** Some of the terms used in discussing scientific topics are complicated. Click on any underlined word to hear it pronounced and see its definition. For descriptions of other **SCIENCE** article features, see the section called "Articles" on pages 5 through 14 of this User's Guide.

Researcher's Assistant

The **RESEARCHER'S ASSISTANT** entry path contains 100 topics divided into nine themes. Each topic has three assignments, making a total of 300 assignments. The topics are marked according to level of difficulty, and, within each topic, each assignment has a different degree of difficulty, with the first being the easiest of the three and the third assignment being the most difficult.

The symbol for this entry path is a person reading a large book. Click it to go to the **RESEARCHER'S ASSISTANT.**



Prompt Line Clickspots

When the **Tools** clickspot is clicked, a new set of clickspots appears on the **Prompt Line.** These represent the tools that you have available to use in the **RESEARCHER'S ASSISTANT.** [Note: For more information on how to use the tools, refer to pages 59–66 in this User's Guide.]

Use this clickspot when you have finished using the tools. You will go back to the entry path clickspots that appeared before you selected **Tools.**

This clickspot lets you go directly to any article sections you named earlier using the **Bookmark.**

If there is a word on the screen that you do not know, click the word. A window will open that contains the **Dictionary** definition of that word.

If **Help** is clicked while the toolbox is open and the clickspots for the tools are showing, a window will open that explains how each tool works.

Use the **Notebook** to take notes on interesting information you find while using the RESEARCHER'S ASSISTANT.

Use the **Next Topic** clickspot to move ahead to the next topic without having to return to the topic menus in the RESEARCHER'S ASSISTANT.

Once you have decided on a topic, click **Copy to Notes** to copy the assignment to your **Notebook.**

Click **Back** to move back one level in the RESEARCHER'S ASSISTANT. Rather than taking you back screen by screen, **Back** returns you to the last level at which you made a choice from a menu.

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Clicking **Themes** returns you to the Themes menu so you can explore other assignments.

Use this clickspot to return to the **MAIN MENU** where you may choose another entry path.

The **Help** clickspot opens a window that lists several topics that can help you use the RESEARCHER'S ASSISTANT:

How Researcher's Assistant Helps You Find Articles
How the Computer Notebook Can Help You with Your Assignment
Clickspots for Researcher's Assistant

Click a **Help** topic to see screens that briefly explain the topic.

The RESEARCHER'S ASSISTANT Themes

There are nine themes in RESEARCHER'S ASSISTANT:

Going Places contains 11 topics that deal with transportation and communication. Besides topics such as Automobile, Airplane, and other means of transportation, this theme also includes Directions, Maps and Globes, and Space Travel.

From Inner Earth to Outer Space includes six topics on Earth and space science, including Earthquake, Volcano, Ocean, Astronomy, Cave, and Conservation.

The 21 topics in **Living Things** include animals and plants, such as Insect, Birds, Flower, Whale, and the Zoo.

People and Places includes 28 topics that focus on people, continents, countries, and cities around the world. It also includes an assignment that can be used to study any of the 50 states.

Those Were the Days contains six American history topics, including two assignments on the American Revolution, two on the exploration and discovery of America, one on native Americans, and one on World War II.

Arts & Entertainment contains seven topics dealing with Entertainment, Games, and other pastimes, such as Baseball, Motion Pictures, and Circus.

Musical Notes lists seven music topics, such as Ballet, Orchestra, and Wind Instruments.

The Human Body includes eight topics that address the systems of the body, health, and first aid. Assignments cover First Aid, Cancer, Heart, Teeth and Gums, and the Circulatory, Digestive, and Respiratory systems.

The Written Word includes six topics that focus on types of literature and forms of writing, including Fable, Fairy Tale, Abbreviation, and Biography/Autobiography.

Using the RESEARCHER'S ASSISTANT to Find Research Assignments

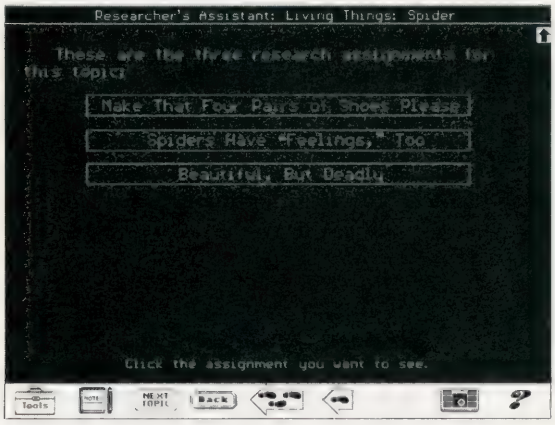
To use **RESEARCHER'S ASSISTANT** to find a research topic, first select one of the nine themes shown on the entry path menu. You can do this by clicking one of the books that represent the themes. A second screen containing a list of topics appears. The most difficult topics are marked with a triangle (△), less difficult topics with a square (□), and the easiest with a circle (◯).

Select a topic by clicking it. You will see one or two screens containing introductory text for that topic. Click the **Down Arrow** to go to the end of the introductory text. There you will see the titles of three assignments for that topic. Select an assignment by clicking one of the titles.

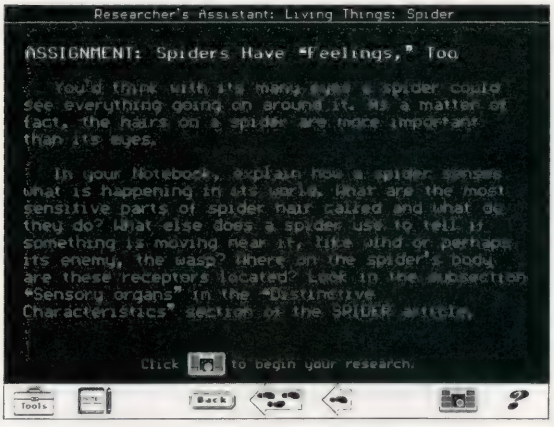
You may browse through various topics and assignments. Once you decide which assignment you want to research, you can copy it automatically into your **Notebook** by clicking **Copy to Notes.** Then return to the **MAIN MENU**, choose an entry path that takes you to the appropriate articles, and conduct your research.

Suppose, for example, you were interested in spiders. You would select LIVING THINGS from the theme menu of **RESEARCHER'S ASSISTANT** and then select "Spider" from the topic menu. After you finished reading the first screen of introductory text, you would click the **Down Arrow** to move to the second screen. There you would see the three research assignments listed:

> Make That Four Pairs of Shoes Please
> Spiders Have "Feelings," Too
> Beautiful, But Deadly


Researcher's Assistant: Living Things: Spider
These are the three research assignments for this topic:
Make That Four Pairs of Shoes Please
Spiders Have "Feelings," Too
Beautiful, But Deadly
Click the assignment you want to see.
Tools
NEXT TOPIC
Back

To make a selection, click the name of the assignment. The assignment will appear on one or two screens. The assignment will tell you what questions to research and will name the articles, including section headings, where you will find the information you need.



If you want a different assignment on the same topic, click **Back.** You will return to the introductory text where the three assignments were listed. If you want to select a different topic, click **Next Topic** and you will be shown the next topic within the same theme. Clicking **Themes** returns you to the **RESEARCHER'S ASSISTANT** menu, where you can select a new theme from the "bookshelf." To retrace your steps screen by screen, click **Back.**

Decide on an assignment and, while it is showing on screen, click **Copy to Notes.** Now click on the **Main Menu** clickspot and you are ready to begin your research.

Tools and Special Features

This section contains detailed descriptions of some of the tools and special features that appear in ***Compton's MultiMedia Encyclopedia.*** Access to these features is through clickspots that appear along the **Prompt Line** or along the left margin of article text.

Tools

The **Tools** clickspot is the first clickspot on the **Prompt Line.** When you click the **Tools** clickspot, a new set of clickspots appears. These represent the tools that you can use, including **Bookmark, Dictionary, Glossary, Find a Word,** and **Cut and Paste.** Descriptions of each of these tools follow below. [Note: Not all of these tools will appear each time you click **Tools. Help** will always be present.]

Bookmark

Use the **Bookmark** to mark a specific place in the encyclopedia so that you can return to that place at a later time.

You can place up to 10 bookmarks. However, if you use long names (say 3 or more words or 2 long words), it will affect the number of bookmarks you can use. Usually, 8 to 10 bookmarks can be used. If there is not enough room left to store more bookmarks, you will be asked to delete one.

Inserting a bookmark is quite simple. For example, suppose you were on page 36 of the ASTRONOMY article and clicked the **Bookmark** clickspot. If this was the first time you had clicked **Bookmark,** you would see a window that says,

> Type the name of the bookmark you want to place at ASTRONOMY: The Solar System: Asteroids.

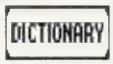
For example, suppose you typed **Note 1.** After you type this name for your bookmark, you can press the **Enter** key or click **Go On.** The computer will save your place using the name of your bookmark and return you to the article. If you click **Close,** no bookmark will be created and you will return to the screen you last saw.

Later, when you want to return to page 36 of the ASTRONOMY article, click the **Bookmark** clickspot again. This opens a window with a menu that gives you the following two choices:

> I want to *add* a bookmark in this section.
> I want to *go to* a bookmark in another section.

Clicking the second option brings up a list containing the names of the bookmarks you have saved. Clicking the name you had typed for page 36, **Note 1**, will take you back to that page in the ASTRONOMY article. You can use the **Bookmark** whenever the clickspot appears on the **Prompt Line.**

Dictionary



The **Dictionary** clickspot lets you look up the meaning of any word you do not know or recognize. Words to be defined can appear in the text of an article, a caption, or even in a dictionary or glossary definition that is already on the screen.

When you click the **Dictionary** clickspot a window will appear that says, "Click the word you want to look up in the dictionary." Clicking a word opens a window that contains the dictionary entry for that word as it appears in *Webster's Intermediate Dictionary.* To return to the text without using the dictionary, click the **Close Tools** clickspot.

Along the right side of the **Dictionary** window, you will see **Up** and **Down Arrows.** Clicking the **Up Arrow** takes you to the definition of the word in the **Dictionary** that precedes the one you have just looked up. If a complete entry fits within one window, clicking the **Down Arrow** will take you to the next word in the **Dictionary.** If the word "More" appears on the screen beneath the text of the definition, this means that the entry fills more than one window. Clicking the **Down Arrow** takes you to the rest of the definition. Clicking the **Close** clickspot closes the dictionary window and returns you to the text.

Most of the time, you do not have to click the **Dictionary** clickspot before looking up the definition of a word. You can usually move the mouse arrow to the word on the screen whose definition you want to see and click. An important exception is when you want to look up the meaning of a word that appears in a list from which you must make a choice. Clicking a word that is in such a list will take you to a designated place in the encyclopedia, such as an article, picture, or **Help** screen. To find the definition of such a word, you must use the **Tools** and **Dictionary** clickspots first.

For example, suppose you were looking at the **Contents** window of the ASTRONOMY article and saw the entry that reads, "Asteroids." If you click "Asteroids," you will go to page 36 of the ASTRONOMY article. However, if you do not know what an asteroid is, you might want to use the **Dictionary** to see its definition first. With the **Contents** window still on the screen, click the **Tools** clickspot and then the **Dictionary** clickspot. Now you can click the word "Asteroid" to open a window containing the definition of the word.

Glossary

Underlined words in the science articles are included in a **Glossary. Glossary** items contain explanations and definitions that are specifically related to the article in which they appear.

When you click the **Glossary** clickspot, a window opens that says, "Click an underlined word to look it up in the glossary." When you click an underlined word, another window opens and you can hear the word spoken and see a simple definition of the word. If you do not want to look up a word in the **Glossary,** click the **Close Tools** clickspot to return to the article.

After the **Glossary** window opens, you can see a small headset symbol in the **Prompt Line.** This is the **Sound** clickspot. Click the **Sound** clickspot to hear the word spoken again. You may hear the sound repeated as often as you wish. To close the **Glossary** window, click **Close.**

Once you know that all underlined words in an article are glossary words, you can click them without using the **Tools** and **Glossary** clickspots first. The **Glossary** clickspot serves to remind you that this feature is available. [Note: You can also look up the definition of any word used in a **Glossary** definition by moving the mouse arrow to the word you want to find and then clicking. A window containing the **Dictionary** entry will appear on top of the **Glossary** window.]

Find a Word

Use the **Find a Word** clickspot to look up the next occurrence of a word you have found in the text of an article.

Using the **Find a Word** clickspot opens a window that asks you to click the word in the text that you want to find. After you click one of the words that is in the article, the computer highlights the next time your word appears in the article. It may appear several times on the same page or it may occur on other pages. To find the next use of your word in the same article, click on the last occurence of the word on a page.

For example, suppose you were on page 1 of the ASTRONOMY article and wanted to find the next occurrence of the word "sky." Clicking **Find a Word** and then the word "sky" will take you to page 1 of the article where you can see the word "sky" highlighted several times. Click on the last highlighted occurence of "sky" in the last sentence on the page. The computer will go to page 4 where the word appears again.

Cut and Paste

The **Cut and Paste** clickspot lets you copy part of an article you are viewing into your **Notebook.** You are allowed to work with up to five screens of text at a time.

When you click **Cut and Paste,** the computer will ask you to highlight the words you want to copy. To highlight the text, move

the mouse arrow to the beginning of the text you want. Then press and hold down one of the mouse buttons. As you hold the button down, drag the cursor to the end of the text you want to cut and paste. Words will be highlighted as you move the mouse.

When you release the mouse button, click **Go On.** A window will appear to ask if you want to copy the text to your notebook. Click **Yes** or **No** to proceed. If you want to **Cut and Paste** additional text from another page of the article, you must page forward or back to the desired page. Then click the **Cut and Paste** clickspot again and highlight the text you want to add to your **Notebook**.

If the **Notebook** is already full when you try to **Cut and Paste** article text, or if you try to **Cut and Paste** more text than there is room for in your **Notebook,** a window will appear stating, "The text you highlighted will not fit in the **Notebook**." You are allowed to **Cut and Paste** five screens of text during one session.

Help

Click the **Tools Help** clickspot to learn how to use any of the tools. This will open a window that lets you see screens that briefly explain each of the tools described above.

Notebook

You can use the **Notebook** to take notes on interesting information you find anywhere in ***Compton's MultiMedia Encyclopedia.***

When you click the **Notebook** clickspot you will open a window in which you can type notes. As you type, letters will be added where the blinking cursor appears. You can use the mouse to insert text by moving the mouse arrow to where you want the new text to appear and clicking one of the mouse buttons, or you can use the arrow keys on the keyboard to position the cursor.

Along the right side of the **Notebook** window you will see **Up** and **Down Arrows.** Clicking the **Up Arrow** (when you are not on the first line of text in your **Notebook**) scrolls the text up one line at a time. Clicking the **Down Arrow** (when you are not on the last line of your text) scrolls the text down one line at a time.

The **Notebook** will hold 108 lines of text. If it becomes too full, you will have to erase some or all of your notes before you can add any new text. You can erase individual letters by placing the blinking cursor at the end of the text you want to erase and pressing the **Backspace** key. If you continue to hold down the **Backspace** key, letters will continue to be erased. Releasing the **Backspace** key stops the erasing.

You can also erase lines by placing the blinking cursor in the line where you want to begin erasing and holding down the **CTRL** key while you press the **Backspace** key. Lines of text will continue to be erased until you release both keys.

When the **Notebook** window is on the screen, you will see a new line of clickspots on the **Prompt Line.** These clickspots are designed to help you record your notes in your **Notebook.**

Clicking the **File** clickspot will bring up another window with a number of choices. The first two choices,

I want to save the notebook file.

I want to load another notebook file.

are used when you do not plan to use your notebook files with your word processor. The other two options,

I want to export the notebook file for my word processor.

I want to import a notebook file from my word processor.

should be used when you are ready to use your notes in your word processor. If you use any notes in the word processor and want to use them in the notebook, be sure to save the file in an ASCII format. The last option, "I want to see a list of notebook files," lets you browse through a list of the notebook files in a particular directory. Once you have decided on a file, click **Back** twice to return to the File menu. From here, you may choose an option and type the name of the notebook you selected from the list.

The **Beginning of File** clickspot, represented by two up arrows, lets you move to the first line in your text. For example, if you had typed several lines of text, clicking this clickspot would bring you back to the first line in your **Notebook.**

Clicking the **End of File** clickspot, represented by two down arrows, will take you to the last line of writing in your **Notebook.**

The **Move** clickspot moves the **Notebook** window to the top of the screen. Clicking it again puts the **Notebook** window back along the bottom of the screen. This feature is useful if the placement of the window obscures information on the screen. Moving the window allows you to keep the **Notebook** on screen and still be able to see the information on the screen.

Clicking the **Size** clickspot changes the size of the **Notebook** window. Clicking it when the **Notebook** first appears doubles the size of the window so you can see more of your writing. Clicking it again reduces the window to its original size so that you can see more of the article.

The **Print** feature lets you print the contents of your **Notebook.** [Note: See the description of **Print** that appears later in this section of the User's Guide.]

CLEAR Clicking **Clear** removes all of the text from your **Notebook.** When you click **Clear,** a window will appear on the screen and the computer will ask, "Do you want to remove all the writing from your Notebook file?" You must then click either the **YES** or the **NO** clickspot. If you click **YES,** all of your notes will be erased. If you click **NO,** you will go back to the **Notebook** as it was and nothing will be erased. [Clicking **Close** achieves the same effect.]

CLOSE When you have finished using the **Notebook** and click **Close,** the computer asks, "Do you want to save changes to your Notebook file?" If you click **YES,** the **Notebook** will be saved with the changes you have made, and you will return to the screen from which you had opened the **Notebook.**

If you do not want to save any changes that you have made, click **NO.** Whatever was in your notes when you first clicked **Notebook** will be restored, and any changes will be erased. Clicking **NO** also gives you an additional safety feature. If you accidentally clear all or part of your **Notebook,** clicking **NO** will restore what was erased. [Note: You must use the **NO** clickspot carefully. Although it can help you restore any notes that were accidentally erased, it could also result in your losing some notes that you added. If you have added notes to your **Notebook** and you want to keep them, you must remember to click **YES** when the computer asks you if you want to save the changes you made.]

Contents

Use the **Contents** clickspot to open a window that lists the main headings and subheadings of the article you are viewing. Clicking any of the headings will take you to that section of the article.

This feature is particularly useful if you want to find specific information within a lengthy article. Clicking the **Contents** clickspot, which is on the **Prompt Line,** opens a window that contains a list of the headings and subheadings found in the article you are viewing. In the right corner of the **Contents** window you will see a **Down Arrow.** This means that there are additional headings on the next page.

If you click the **Down Arrow,** you will go to the second screen of headings. There you will see an **Up Arrow** that lets you page back toward the beginning of the **Contents.**

For example, suppose you click the **Contents** clickspot while you are looking at page 1 of the ASTRONOMY article. You will see the first of three windows that list all of the headings and subheadings for this article. Here is part of the first list you would see:

ASTRONOMY
    THE VISIBLE SKY
        Day and Night

Earth in Space
The Night Sky
Eclipses
Rocks from Outer Space
The Northern and Southern Lights

If you click the subheading "Eclipses," you will jump to page 11 of the article. The **Title Line** that extends across the top of the screen will contain the following information:

ASTRONOMY: THE VISIBLE SKY: Eclipses
page 11 of 97

The name of the article, ASTRONOMY, appears first, followed by the major heading (The Visible Sky), and then the subheading of the topic you chose (Eclipses).

Print

You can use the **Print** clickspot to print as many as five screens of text at one time. You can print five screens from one article, or you can print a total of five screens from different articles.

You can print pages from an article that you are currently viewing or you can print the contents of your notebook. To begin printing, click **Print.** The computer will ask you to type the numbers of the first and last pages of the portion of the article that you want to print. For example, if you type 10 in the first box and 13 in the second box, the computer will print pages 10, 11, 12, and 13 when you click **Go On** again.

Research Path

Use the **Research Path** clickspot to open a window that shows a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia.***

Major steps through the encyclopedia include the entry paths you may have taken and the titles of the articles and any headings or subheadings that you have seen. For example, the following list represents a path you might have taken while working in the encyclopedia:

Science Feature Articles
ASTRONOMY
    Eclipses
The Solar System
Main Menu
Title Finder
ANIMALS, DOMESTICATED
Title Finder
AARDVARK

The entries in the list called **SCIENCE FEATURE ARTICLES** and **TITLE FINDER** represent two of the entry paths that you might have used to see the articles on ASTRONOMY; ANIMALS, DOMESTICATED; and AARDVARK. The titles of articles appear in capital letters, and headings within the articles are indented. Clicking any of the items in the list returns you to that particular location in the encyclopedia.

For example, suppose you were looking at the AARDVARK article after having chosen the **TITLE FINDER** entry path. If you click **Research Path** and then click Eclipses, you will return to page 11 of the 97-page article on ASTRONOMY.

For a record of your research path, click **Print.**

Last Screen

Click the **Last Screen** clickspot to take one step back along your path through the encyclopedia and return to the previous screen.

You can use the **Last Screen** clickspot to retrace your steps through a series of screens. For example, you might use **TITLE FINDER** to go to page 1 and then page 2 of the AARDVARK article. If you click **Last Screen** when you are on page 2, the computer will take you back to page 1. If you click **Last Screen** again, the computer will take you to **TITLE FINDER.**

You can click **Last Screen** as many times as you want. Each time that you do, you will go back one step at a time, screen by screen, to retrace your steps. [Note: Clicking **Last Screen** will not let you view any windows that may have been opened while you were looking at a screen.]

See Also

The **See Also** clickspot lets you skip to articles that are related to the one you are currently viewing. These clickspots appear whenever the text of an article contains a parenthetical phrase that says *"See also . . ."* followed by the name of an article.

If only one article or section is listed, clicking the **See Also** clickspot takes you directly to page 1 of that article. If two or more articles are listed, clicking the clickspot opens a window where you can choose which article you want to see.

Clickspots

The following list includes all clickspots used in ***Compton's MultiMedia Encyclopedia.*** The list is arranged in alphabetical order according to the name of the clickspot. Clickspot names followed by an asterisk (*) are described in more detail in the "Tools and Special Features" section of this User's Guide. Each of the eight entry paths has its own section in this User's Guide.

Animation
A *Left Margin Clickspot* that lets you see animations.

Back
A *Prompt Line Clickspot* that lets you back up to change a decision made earlier; it can be found in **IDEA SEARCH, PICTURE EXPLORER, RESEARCHER'S ASSISTANT, TOPIC TREE, Help,** and **Getting Started.**

Beginning of File*
A *Notebook Clickspot* that lets you move the cursor to the first line of text in the **Notebook.**

Bookmark*
A *Tool* that lets you mark a specific section of an article and then return to that place whenever you want.

Caption
A *Prompt Line Clickspot* that lets you read a description of what you are seeing when you open a picture, map, table, or chart.

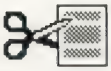
Clear
A *Notebook Clickspot* that lets you remove all text from your **Notebook** so you have space to add new notes.

Close
A *Prompt Line Clickspot* that appears when a window is open; you must close each window before you can continue moving through the encyclopedia.

Close Tools
A *Prompt Line Clickspot* that lets you remove the **Tools** clickspots when you no longer want to use them (**Bookmark, Glossary, Dictionary, Find a Word, Cut and Paste,** and **Help**).

Compass
A *Prompt Line Clickspot* found in the **WORLD ATLAS** entry path that lets you move in different directions to see various parts of the Earth.

Contents*
A *Prompt Line Clickspot* that lists the section headings of the article you are viewing; click a heading to move directly to that section of the article.



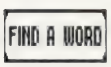
Cut and Paste*
A *Tool* that lets you highlight up to five different screens of the text of an article and then copy it into your **Notebook.**

Dictionary*
A *Tool* that lets you look up the meanings of words you see in encyclopedia articles and entry paths.

End of File*
A *Notebook Clickspot* that lets you move the cursor to the last line of text currently in your **Notebook.**

Fact Finder
A *Left Margin Clickspot* that opens a window listing articles related to the subject of the article on screen.

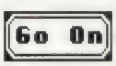
File*
A *Notebook Clickspot* that lets you save the notebook for use with a word processor.



Find a Word*
A *Tool* that lets you click any word and go to the next occurrence of that word in the current article.

Glossary*
A *Tool* that lets you look up the meaning of underlined words and hear their pronunciation.

Go
An *Animation Clickspot* that starts the action in the animations.



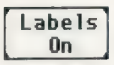
Go On
A *Prompt Line Clickspot* in the **IDEA SEARCH** that lets you move on to the next step when you are not making a choice.

Go To Article
A *Prompt Line Clickspot* that takes you to an article from the **WORLD ATLAS, U.S. HISTORY TIMELINE,** and **PICTURE EXPLORER** entry paths.

Help*
A *Prompt Line Clickspot* that gives you instructions about how the encyclopedia works. When you click **Help,** the explanation that appears pertains to the screen you are currently viewing.

Idea Search
An *Entry Path Clickspot* where you type words that describe a topic you want to learn about or a question you want answered; the computer displays a list of articles related to your search words. [See pages 15 through 19 for a complete description of how to use this entry path.]

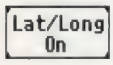
Labels Off
A *Prompt Line Clickspot* in the **WORLD ATLAS** that removes place labels from a map.



Labels On
A *Prompt Line Clickspot* in the **WORLD ATLAS** that restores place labels on a map.

Last Screen
A *Prompt Line Clickspot* that lets you retrace your path through the encyclopedia one step at a time.

Lat/Long Off
A *Prompt Line Clickspot* in the **WORLD ATLAS** that removes lines of latitude and longitude from a map.



Lat/Long On
A *Prompt Line Clickspot* in the **WORLD ATLAS** that adds lines of latitude and longitude to a map.

Main Menu
A *Prompt Line Clickspot* that takes you back to the **MAIN MENU** from which you can choose an entry path. [See pages 1 through 4 for a complete description of how to use the **MAIN MENU**.]

Major Topics
A *Prompt Line Clickspot* in the **TOPIC TREE** that brings you back to the primary topics list.

Map
A *Left Margin Clickspot* that lets you see a map of a place referred to in an article.

More About*
A *Left Margin Clickspot* that opens a window that contains additional information about ideas stated in an article.

Move*
A *Notebook Clickspot* that lets you move the **Notebook** window to the top or bottom of the screen.

Move Caption
A *Prompt Line Clickspot* that moves the caption of a picture or illustration to the top or bottom of the screen.

New List
A *Prompt Line Clickspot* in **IDEA SEARCH** and **PICTURE SEARCH** that lets you change your search words and begin a new search for articles or pictures.

New Search
A *Prompt Line Clickspot* in **IDEA SEARCH** and **PICTURE SEARCH** that erases your first set of search words and lets you type new words to start a new search for article titles.

New User
A *Main Menu Clickspot* that lets a new user start using ***Compton's MultiMedia Encyclopedia.***

Next Topic
A *Prompt Line Clickspot* that brings you to the next topic without having to return to the themes or topic menus in the RESEARCHER'S ASSISTANT.

No
A *Clickspot* used throughout the encyclopedia to verify information.

Notebook*
A *Tool* that lets you type notes and copy text from an article and keep them in a file of your own.

Picture
A *Left Margin Clickspot* that lets you see an illustration or photograph in an article.

Picture Explorer
An *Entry Path Clickspot* that gives you three ways to find pictures in the encyclopedia. [See pages 29 through 35 for a complete description of how to use this entry path.]

Place Finder
A *Tool* in the WORLD ATLAS that shows an alphabetical list of all places that are labeled in the atlas; the computer will draw a map of the location selected in **Place Finder.**

Print*
A *Tool* and *Notebook Clickspot* that lets you print up to five screens of text.

Repeat
A *Moving Picture Clickspot* that lets you restart an animation at its beginning.

Research Path*
A *Prompt Line Clickspot* that lets you see a list of the major steps you have taken through ***Compton's MultiMedia Encyclopedia;*** you can click any article or entry path in the list to go back to it.

Researcher's Assistant
An *Entry Path Clickspot* that lets you select from 300 assignments. [See pages 55–58 for a description of how to use this entry path.]

Scan
A *Prompt Line Clickspot* that appears after you have chosen to see a close-up of a picture; it lets you change your view of the image.

Science Feature Articles
An *Entry Path Clickspot* that lets you see 20 science articles that have been enhanced with text, sounds and animation. [See pages 51–53 for a complete description of how to use this entry path.]

See Also*
A *Left Margin Clickspot* that lets you jump to articles that are related to the one you are currently viewing.

Size*
A *Notebook Clickspot* that makes your **Notebook** window larger or smaller.

Sound
A *Left Margin* and *Prompt Line Clickspot* that lets you hear sound and see text that describes what you are hearing.

Step Forward and Step Back
An *Animation Clickspot* that lets you move step-by-step, or frame-by-frame, through an animated sequence.

Stop
An *Animation Clickspot* that stops an animation.

Table and Chart
A *Left Margin Clickspot* that lets you see large amounts of information arranged in diagrams and charts that are easy to read.

Take Another Look*
A *Left Margin Clickspot* that opens a window that explains difficult parts of an article with words and illustrations that make the concept easy to understand.

Themes
A *Prompt Line Clickspot* that brings you back to the Theme "bookshelf" in the **RESEARCHER'S ASSISTANT**.

Title Finder
An *Entry Path Clickspot* that lists alphabetically every article title in the encyclopedia and lets you choose a title to go to the article. [See pages 21 through 23 for a complete description of how to use this entry path.]

Tools*
A *Prompt Line Clickspot* that lets you choose tools to mark your place in an article (**Bookmark**), to help you find definitions of words in the encyclopedia (**Dictionary** and **Glossary**), to click words so you can find them in other places in an article (**Find a Word**), and to save text in your **Notebook** (**Cut and Paste**).

Topic Tree
An *Entry Path Clickspot* that divides all the articles in the encyclopedia into a hierarchy of topics and subtopics through which you may browse. [See pages 25 through 27 for a complete description of how to use this entry path.]

U.S. History Timeline
An *Entry Path Clickspot* that lets you explore important events in U.S. history since 1492. [See pages 37 through 42 for a complete description of how to use this entry path.]

Up and Down Arrows
Clickspots in article text and windows that let you move from one page or window to the next; in the **Notebook** they let you scroll up and down one line of text at a time.

World Atlas
An *Entry Path Clickspot* that lets you use maps to explore places on the Earth and find articles about them. [See pages 43 through 49 for a complete description of how to use this entry path.]

Yes
A *Clickspot* used throughout the encyclopedia to verify information.

Zoom In
A *Prompt Line Clickspot* in the **WORLD ATLAS** that lets you move in to see a closer view of a map.

Zoom Out
A *Prompt Line Clickspot* in the **WORLD ATLAS** that lets you move back to see a more distant view of a map.

Animation

Article Name	Description of Animation
ANATOMY	Movement of the elbow joint; movement of the wrist joint; movement of blood through the heart chamber
ANIMAL	Snake moving through grass; pseudopod of amoeba
ASTRONOMY	Earth's movement around the sun to show seasons
BIRDS	Lizard skeleton transforming into bird skeleton to show evolution; wing movements
CONSERVATION	Process for recycling aluminum
DIGESTIVE SYSTEM	Peristalsis
DIRECTIONS	Using a shadow stick to find directions; contour map converted to show height of mountain
EARTHQUAKE	P-waves; L-waves
ENERGY	Movement of atom; chemical reaction between two elements; fission; water boiling; kinetic energy and potential energy
FISH	Movement through the water
HEART	Blood movement through the heart chambers
INSECTS	Insect adult emerging from cocoon; ant eating liquid from aphid
MAPS AND GLOBES	Contour map converted to see height of mountain
OCEAN	Low tide/high tide illustrated
PLANT	Pollen being deposited on plant stamen; seed being fertilized in plant ovary; seed germination; asexual reproduction
REPTILES	Chameleon lizard's neck moving; snake shedding its skin
RESPIRATORY SYSTEM	Movement of diaphragm during respiration
SPIDER	Construction of spider web; spider attacking insect caught in web
VOLCANO	Volcanic eruptions; volcanic eruption diagram
WHALE	Dolphin using echolocation; whale exhaling condensation

Troubleshooting

Have you run into a problem installing or running *Compton's MultiMedia Encyclopedia?* Before picking up the phone to call our technical support engineer, scan through the following. You might find the solution to your problem, and be enjoying your multimedia encyclopedia within minutes. If you still can not get *Compton's* to run properly, do not hesitate to call us at 1-800-533-0130. Our technical staff is ready to help you Monday through Friday, 8:30 AM to 5 PM Pacific time.

Sample AUTOEXEC.BAT & CONFIG.SYS Files

Your AUTOEXEC.BAT file must include the following statements, completed with the appropriate parameters for your computer system:

```
Prompt...
Path...
Mouse.com
Mscdex.exe /D:mscd001 /M:4
```

Your CONFIG.SYS file should include the following:

```
Lastdrive=Z
Files=25
Buffers=4 (17 for Tandy 2500 XL users)
Device= {your CD-ROM device driver}
```

Common Error Messages and Recommended Solutions

If the error message says:
INSUFFICIENT MEMORY

It means:
There is not enough RAM available to run ***Compton's***.

Recommended action:

a. Make sure that your CONFIG.SYS file includes the statements: **Files=25** and **Buffers=4** (Buffers should be **17** for the Tandy 2500 XL running DeskMate.), OR

b. In your AUTOEXEC.BAT file, make sure that the /M switch on the Microsoft Extensions line is set to 4. For example: **Mscdex.exe / D:mscd001 /M:4**, OR

c. Make sure that there is only one device driver for your CD-ROM drive in the CONFIG.SYS file. The CONFIG.SYS file should have only one line that says: **device=cdrom.sys /d** (where *cdrom.sys* is the name of your device driver), OR

d. Make sure there are no statements that load memory resident programs in your AUTOEXEC.BAT and CONFIG.SYS files.

If the error message says:
INVALID DRIVE or NOT A VALID CD-ROM DRIVE

It means:
Compton's could not find the CD-ROM drive at the designated drive letter.

Recommended action:

a. Make sure that your AUTOEXEC.BAT file includes the statement: **Mscdex.exe / D:mscd001 /M:4** and that the Microsoft CD Extensions program is on your hard drive, OR

b. Make sure your Microsoft CD Extensions program is version 2.1, OR

c. Make sure that there is only one device driver for your CD-ROM drive in the CONFIG.SYS file. The CONFIG.SYS file should have only one line that says: **device=cdrom.sys /d** (where *cdrom.sy*s is the name of your device driver).

If the error message says:
MICROSOFT CD EXTENSIONS NOT LOADED

It means:
The Extensions software for the CD-ROM drive is not loaded.

Recommended action:

Make sure that your AUTOEXEC.BAT file includes the statement: **Mscdex.exe / D:mscd001 /M:4** and that the Microsoft CD Extensions program is on your hard drive.

A note about the Microsoft CD Extensions Program:
This software comes with the CD-ROM drive. If the software was not included with your drive, contact your CD-ROM dealer or manufacturer.

If the error message says:
CDR101: DISC NOT HIGH SIERRA

It means:
You probably have an old version of Microsoft Extensions.

Recommended action:

Obtain version 2.1 of the Microsoft Extensions software from your CD-ROM dealer or manufacturer.

If the error message says:
MOUSE NOT INSTALLED

It means:
The software needed to run the mouse is not loaded.

Recommended action:

Make sure that your AUTOEXEC.BAT or CONFIG.SYS file includes the appropriate statement to load the mouse driver (see your mouse user guide).

A note about printing:
Make sure that your printer is in an Epson-compatible mode before you print from ***Compton's MultiMedia Encyclopedia.***

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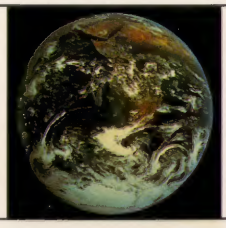

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